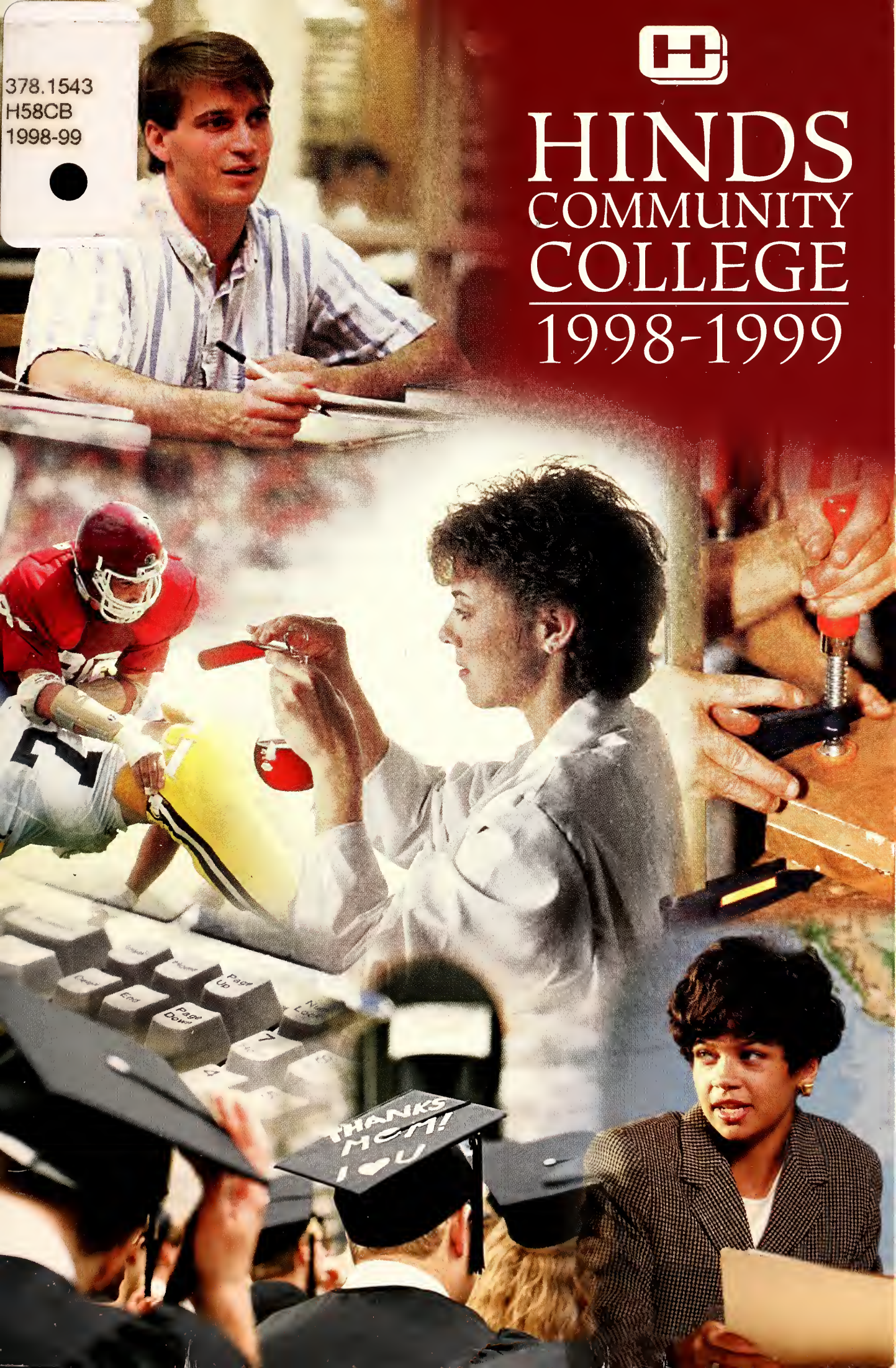


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HINDS COMMUNITY COLLEGE --- 1998-1999



Why Hinds?

10 AMAZING Reasons

- 1. LOW COST** makes Hinds a bargain when compared to senior colleges and universities. If you choose Hinds for your first two years of college, you may save thousands of dollars.
- 2. And, even though Hinds may cost less, the College doesn't skimp on providing you with a QUALITY EDUCATION.** Hinds is committed to your success. You can't go wrong with personal attention from faculty in a small classroom atmosphere...and you can feel safe to be yourself. Hinds even backs up its pledge of quality education with a Student Guarantee. Wow!
- 3. Hinds is convenient.** Whether you drive a new car or a beat up truck that's ready for the graveyard, you can get to one of Hinds' **SIX LOCATIONS** that are just around the corner. Choose from the Jackson Campus-Academic/Technical Center, Jackson Campus-Nursing/Allied Health Center, Rankin Campus, Raymond Campus, Utica Campus, or Vicksburg-Warren County Branch.
- 4. Don't have enough dough?** Hinds awards over \$14 **MILLION IN FINANCIAL AID** each year to students like you who need an affordable education. Student aid comes in four popular styles - grants, loans, scholarships, and work-study.
- 5. With over 100 UNIVERSITY TRANSFER PROGRAMS,** Hinds offers more academic courses than any two-year college in Central Mississippi. No, it's not a joke. Senior colleges and universities enthusiastically seek out two-year college graduates like you by offering great scholarship packages designed specifically for the transfer student.
- 6. Count 'em.** A choice of over 100 **TECHNICAL AND VOCATIONAL PROGRAMS** gives you more career options at Hinds than at any other college in Mississippi. One- and two-year programs let you decide which one could lead you to the best employment opportunities.
- 7. Need a job?** 92 percent of Hinds graduates in technical or vocational fields report **EMPLOYMENT** in a job appropriate to their education within 12 months of graduation.
- 8. HINDS INSTRUCTORS, STUDENTS, ORGANIZATIONS, AND SPORTS PROGRAMS ARE RECOGNIZED** throughout the state, region, and nation as outstanding. Having a state championship football team for four consecutive years, a Five-Star Phi Theta Kappa honor society, and a nationally recognized theater department aren't just freak accidents!
- 9. A little extra! UNIQUE PROGRAMS AND SERVICES** also help you succeed. The Honors Program, Developmental Studies, Telecourses, GED classes, Adult Basic Education, evening classes, and short courses help you find your "niche" for learning. Also, numerous services can help you "make the grade." These include the One-Stop Career Center, Disability Support Services, Libraries, Learning Assistance Centers, residence halls (on two campuses), Cooperative Education and Job Placement, and child care (on two campuses).
- 10. Having a little FUN WITH NEW FRIENDS** isn't a crime! Hinds may not be known as a party school, but there are still lots of ways to have a good time. A large varsity athletic program, intramural sports, great music and art programs, and clubs and organizations add a little excitement to the educational atmosphere. After a long day of class, the city of Jackson entices you to try its variety of restaurants, movie theaters, and shopping malls. Concerts, festivals, art galleries, and museums also may satisfy your curiosity.

80TH ANNUAL SESSION HINDS COMMUNITY COLLEGE

RAYMOND CAMPUS

Raymond, Mississippi 39154-9799
(601) 857-5261*

UTICA CAMPUS

Utica, Mississippi 39175-9599
(601) 885-6062*
Jackson Number: (601) 354-2327

JACKSON CAMPUS

Academic/Technical Center
3925 Sunset Drive
Jackson, Mississippi 39213-5899
(601) 366-1405*

Nursing/Allied Health Center
1750 Chadwick Drive
Jackson, Mississippi 39204-3490
(601) 372-6507*

RANKIN CAMPUS

3805 Highway 80 East
Pearl, Mississippi 39208-4295
(601) 932-5237*

VICKSBURG-WARREN COUNTY BRANCH

1624 Highway 27 South
Vicksburg, Mississippi 39180-8699
(601) 638-0600*

**** Additional telephone numbers listed on page 2 of this publication.***

Hinds Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, Georgia 30033-4097— (404) 679-4501] to award the Associate in Arts degree, the Associate in Applied Science degree, and technical and vocational certificates.

Accredited by Mississippi Commission on College Accreditation

Member of Mississippi Junior College Association

Member of Mississippi Association of Colleges

Member of American Association of Community and Junior Colleges

**ALL STATEMENTS IN THIS PUBLICATION ARE ANNOUNCEMENTS OF PRESENT
POLICIES ONLY AND ARE SUBJECT TO CHANGE AT ANY TIME BY THE PROPER
AUTHORITY WITHOUT PRIOR NOTICE.**

Hinds Community College District

DISTRICT DIRECTORY

| FOR | WHERE | PHONE |
|--|---|--|
| General Information | Jackson Campus Academic/Technical Center Nursing/Allied Health Center Raymond Campus Utica Campus Rankin Campus Vicksburg-Warren County Branch | 366-1405 372-6507 857-5261 352-3011 885-6062 354-2327 932-5237 638-0600 |
| Admissions | District Office - Raymond | 857-3212 |
| Add/Drop A Course | See Registration Schedule | |
| Advance Registration | See Registration Schedule | |
| Athletics: | Raymond Campus Utica Campus - Men Utica Campus - Women | 857-3520 885-7018 885-7113 |
| Bus Services | Utica Campus | 885-9389 |
| Business Office | District Office - Raymond | 857-3200 |
| Cooperative Education and Job Placement | | 857-3384 |
| Counseling | Jackson Campus Academic/Technical Center Nursing/Allied Health Center Raymond Campus Academic Vocational or Technical Utica Campus Academic Vocational or Technical | 366-1405 371-3519 371-3520 857-3216 857-3372 885-7022 885-7040 |
| Rankin Campus | | 936-5544 936-5547 |
| Vicksburg-Warren County Branch | | 638-0600 |
| Community Services | Raymond Campus | 857-3374 |
| Financial Aid | Raymond, Jackson, Rankin and Vicksburg Utica | 857-3223 885-7011 |
| Housing | Raymond Campus Utica Campus | 857-3222 885-7088 |
| RCU | Raymond Campus | 857-3312 |
| Recruiting and Tours of Campus | | 857-3385 |
| Scholarships | | 857-3385 |
| Student Activities and Clubs | Raymond, Jackson Campuses Rankin Campus Utica Campus | 857-3388 932-5237 885-7048 |

HINDS COMMUNITY COLLEGE CALENDAR 1998 - 1999

1998 SUMMER SCHEDULE

| | |
|-------------------|--|
| May 28, 1998 | • Open registration - for summer, eight weeks and evening classes |
| May 31 | • Residence halls open |
| June 1 | • First day of classes |
| June 15 | • First day to withdraw from a first-term class |
| June 23 | • Last day to withdraw from a first-term class |
| June 26 | • Last day of first summer term classes and final examinations • Open registration - second summer term |
| June 29 | • First day of classes for second summer term • First day to withdraw from an eight-week summer class |
| June 29 - July 24 | • Advance registration for 1998 fall semester |
| July 6 | • Independence Day holiday |
| July 13 | • First day to withdraw from a second-term class |
| July 21 | • Last day to withdraw from a second-term and a full summer class |
| July 24 | • Last day for eight-week, second summer term, day and evening classes and final examinations |

1998 FALL SEMESTER

| | |
|-----------------|---|
| August 10, 1998 | • Faculty reports • New faculty orientation |
| August 11 | • District faculty convocation |
| August 12-13 | • Open registration for all locations as announced in fall schedule |
| August 13 | • Open registration completed - last day to register without added fees • Residence halls open for new students |
| August 14 | • Work day for faculty and staff • Residence halls open for returning students |
| August 15 | • Part-time faculty orientation |
| August 17 | • First day of classes |
| August 17-21 | • Drop and add (see regulations and fee statement schedule) • Late registration (additional fees - see fee statement schedule) |
| August 21 | • Last day to add a day class or drop a class before mid-term |
| August 24 | • Last day to add a Monday evening class |
| August 25 | • Last day to add a Tuesday evening class |
| August 26 | • Last day to add a Wednesday evening class |
| August 27 | • Last day to add a Thursday evening class |
| September 7 | • Labor Day holiday (day and night classes will not meet) |
| September 29 | • Deadline to apply for fall graduation |
| October 9 | • End of first eight-week term |
| October 12 | • First eight-week term and mid-term grades due in District Admissions and Records Office |
| October 13 | • First day a student may withdraw from a class |

- November 16-20 • Advance registration for 1999 spring term for currently enrolled Hinds students only
- November 23-December 16 • General advance registration for 1999 spring semester
- November 24 • Residence halls close at 4 p.m. for Thanksgiving holidays (night classes will not meet)
- November 25-27 • Thanksgiving holidays
- November 29 • Residence halls open at 4 p.m.
- November 30 • Classes resume after Thanksgiving holidays
- December 4 • Last day to withdraw from a class or all classes
- December 10 • Last day of day classes
• Final examinations for Thursday night classes only
- December 11-16 • Final examinations - day and evening classes
- December 16 • Residence halls close at 4 p.m.
• Last day for faculty who have submitted all grades to Admissions and Records
- December 17 • Grades due in District Admissions and Records Office by 10 a.m.
- December 18 • Fall commencement

1999 SPRING SEMESTER

- January 4, 1999 • Faculty reports
• New faculty orientation
- January 5 • District faculty convocation
- January 6-7 • Open registration for all locations as announced in spring schedule
- January 7 • Open registration completed - last day to register without added fees
• Residence halls open for new students
- January 8 • Work day for faculty and staff
• Residence halls open for returning students
- January 9 • Part-time faculty orientation
- January 11 • First day of classes
- January 11-15 • Drop and add (see regulations and fee statement in schedule)
• Late registration (additional fees - see fee statement schedule)
- January 15 • Last day to add a day class or drop a class before mid-term
- January 18 • Heritage Day holiday (night classes will not meet)
- January 19 • Last day to add a Tuesday evening class
- January 20 • Last day to add a Wednesday evening class
- January 21 • Last day to add a Thursday evening class
- January 25 • Last day to add a Monday evening class
- February 16 • Deadline to apply for spring graduation
- March 5 • End of first eight-week term
• First eight-week term and mid-term grades due in District Admissions and Records Office - 10 a.m.
• Residence halls close at 4 p.m. for spring holidays
- March 8-12 • Spring holidays
- March 14 • Residence halls open at 4 p.m.
- March 15 • Classes resume after spring holidays

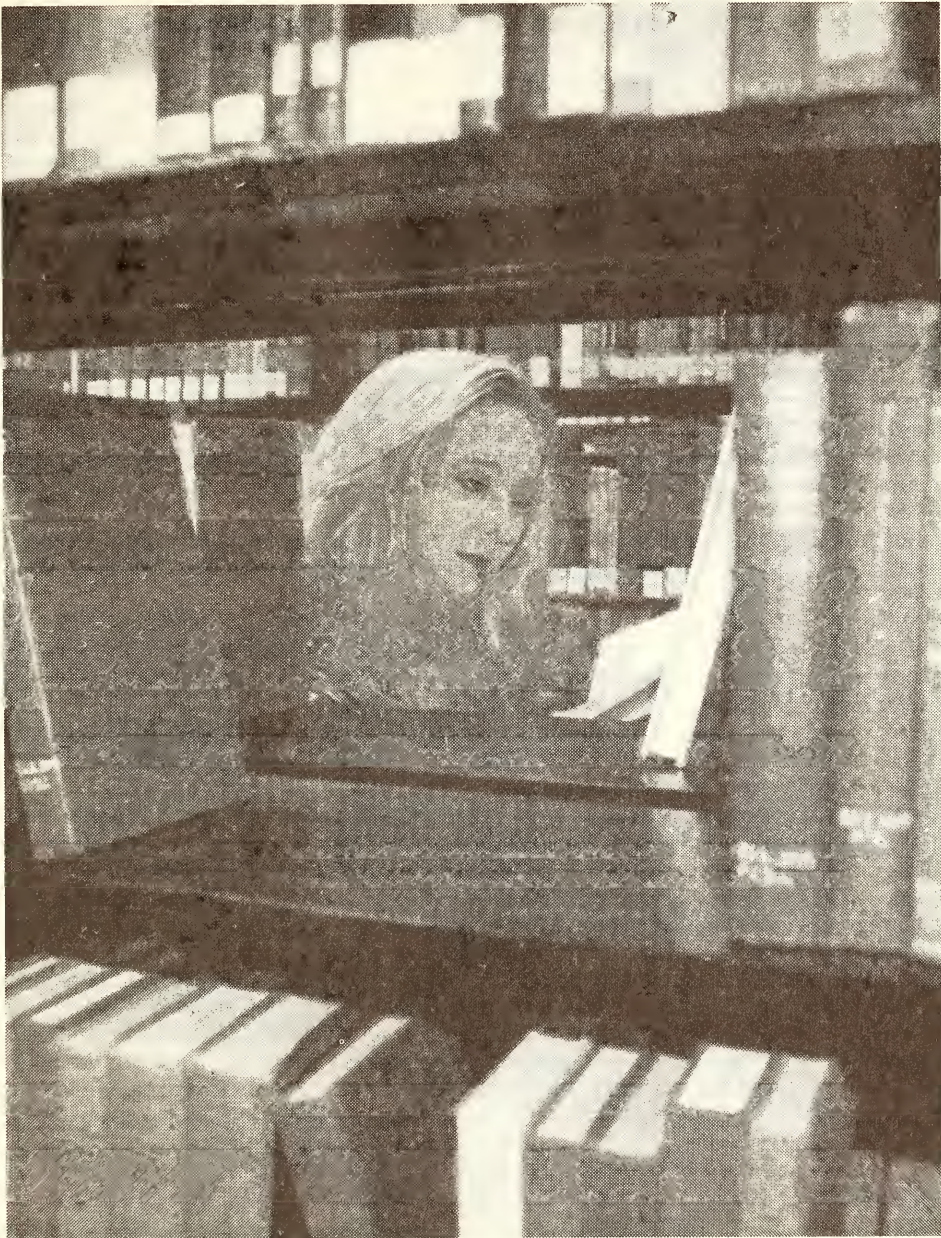
| | |
|-----------------|---|
| March 16 | • First day a student may withdraw from a class |
| April 1 | • Residence halls close at 4 p.m. for Easter holiday (night classes will not meet) |
| April 2 | • Easter holiday |
| April 4 | • Residence halls open at 4 p.m. |
| April 5 | • Classes resume after Easter holiday |
| April 19-23 | • Advance registration for 1999 summer and fall terms for currently enrolled Hinds students only |
| April 26-May 14 | • General advance registration for 1999 summer and fall terms |
| April 30 | • Last day to withdraw from a class or all classes |
| May 7 | • Last day of day classes |
| May 10-13 | • Final examinations - day and evening classes |
| May 13 | • Residence halls close at 4 p.m. |
| May 14 | • Grades due in District Admissions and Records Office by 10 a.m. • Work day for faculty and staff |
| May 16 | • Spring commencement |

1999 SUMMER SCHEDULE

| | |
|-----------------|--|
| May 27, 1999 | • Open registration - for first and second summer terms, eight-week and evening classes |
| May 30 | • Residence halls open |
| May 31 | • First day of classes |
| June 14 | • First day to withdraw from a first-term class |
| June 23 | • Last day to withdraw from a first-term class |
| June 25 | • Last day of first summer term classes and final examinations • Open registration - second summer term |
| June 28 | • First day of classes for second summer term • First day to withdraw from an eight-week summer class |
| June 28-July 23 | • Advance registration for 1999 fall semester |
| July 5 | • Independence Day holiday |
| July 12 | • First day to withdraw from a second term class |
| July 20 | • Last day to withdraw from a second term or full summer class |
| July 23 | • Last day for eight-week, second summer term, and evening classes and final examinations |

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I

The College Organization

HISTORY OF HINDS COMMUNITY COLLEGE

What began in 1917 as a small agricultural high school in the center of Hinds County, is today one of the most progressive post-secondary educational institutions in the state.

Hinds County Agricultural High School in Raymond was established under the presidency of W. M. Taylor. In its first year, the institution enrolled 117 students who were taught by a faculty of eight. The school was one of several agricultural high schools which sprang up in the state during this period.

In 1918, R. E. L. Sutherland became president of the institution. Building on the legacy of Taylor, Sutherland started the school on the road to becoming part of one of the first statewide junior college systems in the nation.

The first year of junior college work was offered during the 1922-23 school session and attracted a freshman enrollment of 30 students.

Four years later in 1926, a curriculum for sophomore students was added. During this time, the College also received accreditation from the Southern Association of Colleges and Schools which guaranteed that Hinds students would have their coursework fully accepted by senior colleges and universities.

President G.J. Cain served the College from 1929 to 1938, and while the college curriculum and enrollment continued to expand so did the institution's participation in competition. The year 1936 marked Hinds' predominance in state competition, as the college won literary, athletic, and debate contests.

After Cain's tenure, George M. McLendon assumed the presidency and served until 1965.

Under McLendon's leadership, Hinds experienced accelerated growth, and during World War II, the College initiated the vocational division. Because of the area's growth in business and industry, President McLendon saw the need for opportunities in vocational education. He was instrumental in expanding the vocational division curriculum with a wide range of offerings to meet this need. This division currently offers over 20 areas of study.

Technical program offerings blossomed in the late 1960s, and an associate of applied science degree for two-year technical students was approved. This degree offering was placed in the college catalog for the first time during the 1968-69 school year.

With McLendon's retirement in 1965, Hinds inaugurated Robert L. Mayo as its fifth president. Enrollments continued to increase and programs continued to expand, creating a need for more facilities. Hinds opened the Jackson Branch, located at 3925 Sunset Drive, in 1970, and continued its growth with the building of the Vicksburg-Warren County Branch which opened its doors in 1975.

Dr. Clyde Muse became president of the institution in 1978 with the retirement of Mayo. During his first years as leader of the College, Hinds enrollment soared over the 10,000 mark. This represented the largest single institution enrollment at any state community college.

In 1982, Utica Junior College, under Federal Court order, merged with Hinds to form an educational institution of even greater prosperity in enrollment, facilities, program offerings, and community service ventures. The merger also saw an increased diversity in the options available to students.

The rich history of Utica dates back to 1903 when Dr. William H. Holtzclaw, a native Hindscountian, founded the Utica Normal and Industrial Institute as a private school. For 40 years, Holtzclaw led this school as it taught students how to read and write, and to work with their hands.

In the early 1940s, Holtzclaw handed the leadership of the Institute to his son, William, who remained at its helm until 1946 when J. W. Grantham became superintendent. Grantham served at Utica until 1951. At this point, J. D. Boyd became the third president, and during his fourth year the institution was recognized by the state legislature as Utica Institute. Boyd continued in his position until 1957 when Dr. Walter Washington became president. Under the subsequent guidance one year later of J. Louis Stokes, the Institute became known as Utica Junior College and joined the other state-funded two-year colleges in working to meet the needs of the state's citizens. Stokes remained president until the Utica/Hinds merger in 1982.

Today the Utica Campus offers over 50 academic, vocational, and technical programs to its students. Residence hall life now plays a major role in the lives of these students with the 1984 addition of the B. E. Lewis, Maggie Dunson, and Newton-Walker buildings. The Utica Campus is also home to the J. D. Boyd Gymnasium, one of the most modern sports facilities in the community college system. Men and women's basketball and tennis teams are a part of the strong athletic tradition that exists at Hinds.

The year 1983 saw Hinds open its Pearl-Rankin Vocational/Technical Center to offer courses to Rankin County high school students. Known today as the Rankin Campus, this location of Hinds now also serves college-age and adult students and has the largest number of commuter students in the College district enrolled in academic, vocational, and technical programs. Facilities at this location now include the Academic Library Building (1988), Academic/Technical Building (1990), the Student Services Building (1992) and the newest addition, a large modern brick building and eight acres of land adjoining the Rankin Campus that was recently purchased by the College.

In 1984, the Jackson Branch on Sunset Drive joined with the Nursing/Allied Health Center at 1750 Chadwick Drive and the Universities Center on Ridgewood Road to form a comprehensive Jackson Campus. After adding an academic and technical building in 1992, the Sunset Drive location became known as the Academic/Technical Center.

The Jackson Campus features diverse curriculums ranging from both academic and technical courses at the Academic/Technical Center to nursing and allied health programs at the Nursing/Allied Health Center. For several years the University Center provided academic courses which transferred to senior colleges and universities.

Growth in business and industry saw the institution incorporate the Resource and Coordinating Unit for Economic Development (RCU) in 1988 to train workers and raise their education level. Through computer

laboratory skills, mobile literacy units, small business development workshops, and international trade seminars, this segment of the College works to expand the state's economic base. The demand for job-specific training has seen the RCU grow tremendously over the years, and in 1996, this unit opened the Eagle Ridge Conference Center on the Raymond Campus. Eagle Ridge, an \$8 million facility, houses most programs offered through the RCU and is equipped with state-of-the-art technology including satellite up-links and down-links, video conferencing, and Internet.

In 1990, the Vicksburg-Warren County Branch added another learning facility, known as the Academic and Technical Building, to serve high school graduates and adult learners who want to study in academic, vocational, and technical areas. The Branch also houses the largest high school vocational-technical center in the state.

The Hinds Campus in Raymond, where the College's history began, added a state-of-the-art cafeteria to its facilities in 1993. Other features such as an 18-hole golf course, olympic-size swimming pool, and varsity athletic competition appeal to students enrolled in academic, vocational, and technical programs.

In 1994, Hinds joined 13 community and junior colleges in the state on the Community College Network (CCN), a telecommunications system which links the institutions to one another. The network provides access to educational resources that had not previously been available, including continuing education classes for teachers and those in the private sector.

To reflect its commitment to meet the educational needs of everyone in the district, Hinds Junior College changed its name to Hinds Community College in 1987. Recent high school graduates, adults working on a second career, industry employees who are upgrading skills, and those who are taking classes just for fun are letting Hinds make a difference in their lives. Hinds is now, more than ever, living up to its name as "The College for All People."

MISSION STATEMENT

The mission of Hinds Community College, a public, comprehensive community college, is to offer pertinent and diverse educational programs and services for persons with various interests and abilities by:

- Providing academic (college transfer) programs that parallel the first two years of four-year college studies
- Providing occupational programs to prepare students for employment
- Providing continuing education programs for unemployed, employed, or underemployed adults who need training or retraining, or who can otherwise profit from the programs
- Providing continuing education programs that enhance the quality of life
- Providing short courses, seminars, workshops, and industrial start-up training that will meet educational, business, industrial, and service needs
- Providing high school general education and vocational services through a cooperative agreement with district high schools

GOALS

The College's mission requires a fundamental commitment to teaching excellence and a supportive, caring student environment. Therefore, the following goals have been established:

1. To provide an environment conducive to serious study where students can learn to listen, to think, to reason, and to communicate effectively
2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
3. To provide guidance in assessing and developing the aptitudes and the abilities of students
4. To provide guidance, counseling, and learning experiences that will enable students to attain economic security
5. To provide continuing education in academic, technical, and vocational areas
6. To provide extracurricular activities to give students opportunities for developing leadership and social confidence and learning to work with others
7. To provide educational experiences that will enable students to become effective citizens
8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs of the community and the district

BOARD OF TRUSTEES

Dr. Ray Holloway President (Copiah)
Robert Pickett, Vice President (Warren)
Dr. Leslie Johnson, Secretary (Hinds)

Dr. William Dodson (Rankin)
D.G. Fountain, Jr. (Hinds)
Josephine D. Hosey (Claiborne)
Jobie L. Martin (Hinds)
Dr. Jim McCullouch (Hinds)
Donald Oakes (Warren)

John Patrick (Rankin)
Talmadge Portis, Jr. (At-Large)
Dr. Lelia Rhodes (Hinds)
Dr. Ginger Smith (Hinds)
Dale Sullivan (Copiah)
Dr. Cardell Williams (Claiborne)

BOARDS OF SUPERVISORS

CLAIBORNE COUNTY

Albert Butler, District 1 Edward Carter, Sr., District 2 William B. Moore, District 3
Joel Grisby, District 4 Charles Johnson, District 5

COPIAH COUNTY

Earl Dixon, Jr., District 1 Tony Smith, District 2 Perry Hood, District 3
Manuel Welch, District 4 Winfred Hammack, District 5

HINDS COUNTY

Joe Lauderdale, District 1 Doug Anderson, District 2 Peggy Calhoun, District 3
Ronnie Chappell, District 4 George S. Smith, District 5

RANKIN COUNTY

Lynn Weathersby, District 1 Larry Swales, District 2 Ken Martin, District 3
Carlo Martella, District 4 Jack Dennis, District 5

WARREN COUNTY

Dwight Woodward, District 1 Michael Mayfield, District 2 Charles Selmon, District 3
William F. Lauderdale, Jr., District 4 Royce C. Eaves, District 5

DISTRICT ADMINISTRATIVE OFFICERS***Bold type indicates office location.***

| | |
|--|---|
| Vernon Clyde Muse, A.A., B.S., M.Ed., Ed.D | President |
| George E. Barnes, B.S., M.A., Ed.S., Ph.D..... | Vice President for Utica Campus , Vicksburg-Warren County Branch, and Administrative and Student Services |
| Adam Jenkins, B.S., M.B.A | Vice President for Business Services |
| Michael J. Rabalais, B.A., M.S., Ph.D..... | Vice President for Raymond Campus and Jackson Campus-Nursing/Allied Health Center, Director of Parallel Programs |
| Jimmy Smith, A.A., B.S., M.S. | Vice President for Rankin Campus ; Jackson Campus - Academic/Technical Center; Director of Occupational Programs |

DISTRICT COLLEGE ADMINISTRATION**** indicates dual reporting responsibility***

| | |
|---|---|
| Jay Allen, A.A., B.S., M.S. | Enrollment Manager |
| Lou Anne Askew, A.A., B.S., M.Ed. | Special Populations Coordinator |
| Bob Bain, B.S., M.Ed..... | District Director of Admissions and Records |
| * Barbara Blankenship, B.S.E., M.S.E., Ed.D..... | District Dean of Student Affairs, Dean of Student Affairs - Raymond Campus |
| Billy Boykin, B.S., M.S..... | Director of Energy Conservation/Maintenance Services |
| Judy Bufkin, B.S. | Director of Facility Use and Special Events Coordinator |
| Rebecca Davidson, A.A.S., B.A. | Coordinator of Continuing Education/Health Related |
| David Durham, B.S., M.S., Ph.D. | Dean of Information Technology |
| Helen J. Flanders, A.A., B.A., B.S.N., M.L.S., Ph.D. | District Dean of Learning Resources |
| Bebe Garrison, B.S. | Coordinator of High School Relations |
| Jackie Granberry, B.S., M.Ed. | Director of Institutional Advancement |
| Reggie Harris, B.S. | Recruiter |
| Clark Henderson, B.A., M.Ed. | Director of the Career Center |
| Eldridge Henderson, B.S., M.A., Ed.S., Ph.D. | Director of Adult Basic Education |
| Bob Hodges, A.A. | Assistant Director of Public Relations |
| Casey Holcomb, A.A., B.S., M.S. | Director of Eagle Ridge Conference Center |
| Joe Frank Huffman, B.S., M.S. | Director of Safety, Transportation and Warehouse |
| Billy Ivey, B.S., M.Ed. | Director of Educational Media Services/Office of Telelearning |
| Carol Kelley, B.A., M.S. | Coordinator of Deaf Services |
| Leigh L. Kirtley, B.S. | International Trade Specialist/Program Coordinator |
| Curtis Kynerd, A.A., B.S.E., M.S.E. | District Director of Instructional Technology |
| Harriet Laird, B.S., M.S. | District Director of Public Relations |
| KP Lewis, B.S. | District Director of Purchasing |
| Rosalynn Martin, B.S., M.B.A. | District Director of Personnel |
| Barbara Mayo, B.S. | Workforce Specialist |
| Patsy Mayo, B.A., M.A., | Coordinator of Tech-Prep |
| Thurman Mitchell, A.A., B.S., M.S. | District Director of Financial Aid |
| Robert Louis Mullins, B.S., M.S. | Dean of Resource & Coordinating Unit for Economic Development and Adult and Continuing Education |
| * Gene Murphy, B.S., M.Ed. | District Director of Athletics and Head Football Coach |
| Zandra Nowell, B.S. | Coordinator of Development Foundation and Alumni Services |
| John Perritt, A.A., B.S., M.Ed. | Assistant Director of Instructional Technology |
| Joe Sargent, B.S., M.S. | District Supervisor of Transportation |
| Kristi Sather-Smith, B.S., M.S. | District Director of Honors Program |
| Bridget H. Smith, B.S., M.Ed. | Coordinator, Creative Learning in Retirement |
| Sarah L. Smith, B.S., M.Ed., Ed. Spec. | Director of Regional Resource Center for Education, Enhancement and Professional Development |

* Willie Ealey-Stokes, B.S., M.A.Assistant Director of Public Relations
 Marguerite Wall, B.S.Director of Small Business Development Center and International Trade
 Thomas Wasson, B.S., M.B.A.Associate Vice President for Operations
 Charles West, A.A.S., B.S.District Director of Telecommunications
 and Assistant Director of Information Technology
 J. Ben Woods III, B.A., M.Ed.Coordinator of Business and Government Services
 John Woods, B.S., M.S., Ph.D.Director Administrative Information Systems

ADMINISTRATION JACKSON CAMPUS - ACADEMIC/TECHNICAL CENTER

Bold type indicates office location.

Jimmy Smith, A.A., B.S., M.S.Vice President for **Rankin Campus**,
 Jackson Campus-Academic/Technical Center, and Director of Occupational Programs
 Gary Fox, B.A., M.A.Academic Dean, Jackson Campus-Academic/Technical
 Center and **Rankin Campus**
 Leroy Levy, B.S., M.S. Ed., Ed. S.Dean
 Robert M. Mayo, A.A., B.A., M.Ed., Ed.D.Dean of Student Affairs for Jackson Campus-
 Academic/Technical Center and **Rankin Campus**
 Mildred Lester, B.A., M.Bus.Ed.Assistant Dean
 Cleavern Robertson, B.S., M.Ed.Counselor
 Karena Simon, B.S., M.S. Ed.Counselor
 Blanchie Sutton, B.S., M.S.Counselor

ADMINISTRATION JACKSON CAMPUS - NURSING/ALLIED HEALTH CENTER

Bold type indicates office location.

Michael J. Rabalais, B.A., M.S., Ph.D. Vice President for **Raymond Campus**,
 Jackson Campus-Nursing/Allied Health Center and Director of College Parallel Programs
 Daniel A. Hogan, B.S., M.S., Ph.D.Academic Dean, Jackson Campus-
 Nursing/Allied Health Center and **Raymond Campus**
 Mary Ann Sones, A.A.S., C.D.A., B.S., M.A.T. Dean
 Gloria Coxwell, B.S.N., M.N.Assistant Dean
 Lewis Edwin Alford Jr., B.S., M.A.Assistant Dean
 Margaret Bain, B.S., M.Ed.Counselor
 Roy Shelby, B.S.Ed., M.S.Ed.Counselor

ADMINISTRATION RANKIN CAMPUS

Bold type indicates office location.

Jimmy Smith, A.A., B.S., M.S.Vice President for **Rankin Campus**
 Jackson Campus - Academic/Technical Center and Director of Occupational Programs
 Gary Fox, B.A., M.A.Academic Dean, **Rankin Campus** and Jackson Campus-
 Academic/Technical Center
 Carol McLaurin, B.S., M.S.Counselor
 Robert M. Mayo, A.A., B.A., M.Ed., Ed.D.Dean of Student Affairs for **Rankin Campus** and
 Jackson Campus - Academic/Technical Center
 James Pettigrew, Ed.D.Director of High School Vo-Tech
 Pam Truhett, B.S., M.Ed.Counselor
 Jill Thorne, B.A., M.A.Counselor
 W.E. "Bill" Wilson, A.A.S., B.S., M.Ed., Ed.S., Ph.D.Post-Secondary Vocational-Technical Dean

ADMINISTRATION RAYMOND CAMPUS

Bold type indicates office location.

| | |
|---|--|
| Michael J. Rabalais, B.A., M.S., Ph.D. | Vice President for Raymond Campus , Jackson Campus-Nursing/Allied Health Center and Director of College Parallel Programs |
| Ken Anderson, A.A. | Director of Housing |
| Barbara Blankenship, B.S.E., M.S.E., Ed.D. | Dean of Student Affairs |
| Tanya T. Cole, B.S., M.Ed. | Assessment Coordinator |
| Jamy Dickson, A.A.S., B.S., M.S. | Transition Preparation Specialist |
| Pat Flaherty, A.S., B.S., M.S. | Dean of Vocational-Technical Education |
| Jack Hite, A.A., B.S., M.C.C. | Director of Student Activities |
| Daniel Hogan, B.S., M.S., Ph.D. | Academic Dean, Raymond Campus and Jackson Campus-Nursing/Allied Health Center |
| Charles Hubbard, B.S., M.A., Ed.S. | Counselor |
| * Billy Ivey, B.S., M.Ed. | Director of Media Services |
| Sharon Leggett, B.S.Ed., M.Ed., Ed.S. | Counselor |
| Davelle King, B.B.A., M.Ed. | Academic Counselor |
| Jeanette Morrison, A.A., B.S., M.Ed. | Assistant Dean of Vocational-Technical Education |
| * John Peritt, A.A., B.S., M.Ed. | Instructional Development Officer |
| Carol B. Nelson, B.S., M.S. | Counselor |
| Cliff Nelson, B.S., M.Ed. | Director of Academic Counseling, Testing, and Disability Services |
| Joycelyn Smith, B.A., M.S. | Academic Counselor |
| Lura Lee Scales, B.A., M.A., Ph.D. | Associate Director of Honors Program |
| Gayle Senter, B.S., M.Ed. | Assistant Dean of Vocational-Technical Education |
| Randy Smith, A.A.S., B.S., M.Ed., Ed.S. | Counselor |

ADMINISTRATION UTICA CAMPUS

Bold type indicates office location.

| | |
|---|---|
| George E. Barnes, B.S., M.A., Ed.S., Ph.D. | Vice President for Utica Campus , Vicksburg-Warren County Branch and Administrative Student Services |
| Charles Bell, B.S. | Director of Campus Union |
| Monocia Daniel Conner, B.S., M.A.T. | Counselor |
| William Cornelius, B.A., M.A.T., Ph.D. | Director of Student Support Services |
| TBA | Dean of Student Affairs |
| Deborah Danner, B.S., M.S. | Data Processing Instructor-Manager, Computer Services |
| * Willie Ealey-Stokes, B.S., M.A. | Assistant Director of Public Relations |
| * Alma Fisher, A.A., B.A., M.A. | Administrative Librarian |
| Eugene Gaston, B.S., M.S., Ph.D. | Dean of Instruction |
| Shirley Hopkins-Davis, B.A., M.A.T., Ph.D. | Title III Coordinator and Director of Learning Assistance Program |
| Cornelius Horton, B.S., M.S. | Counselor |
| Maude Jordan, B.S., M.S., Ed.S. | Counselor |
| Jessie J. Killingsworth, B.S., M.S., Ph.D. | Dean of Vocational-Technical Education |
| Daisy M. LaCour, B.S., M.S. Ed. | Director of Upward Bound Program |
| Shirley Meeks, B.S., M.S. | Counselor |
| Anita Terrell, A.A., B.S., M.Ed. | JTPA Job Developer |
| Ellestene Turner, B.A., M.S. | Registrar |

ADMINISTRATION VICKSBURG-WARREN COUNTY BRANCH

Bold type indicates office location.

George E. Barnes, B.S., M.A., Ed.S., Ph.D. Vice President for **Utica Campus**,
Vicksburg-Warren County Branch,
and Administrative and Student Services

Hilton Dyar, A.A.S., B.S., M.S. Dean

Faye Wilkinson, B.S., M.Ed. Assistant Dean

Robert Barlow, B.S., M.Ed. Counselor

Katherine E. Caldwell, B.S., M.Ed. Counselor

Wilbur Harpole, Jr., B.S., M.Ed. Counselor

Burkett H. Martin, Jr., B.S., M.Ed. Counselor

Sarah Shoemake, B.S., M.Ed. Student Activities Coordinator

DEPARTMENT OF ATHLETICS

ADMINISTRATIVE

(601) 857-3325

Director of Athletics Thomas E. "Gene" Murphy

Administrative Assistant to the Athletic Director and Athletic Academic Advisor Dot Murphy

Head Athletic Trainer Bryan Johnson

Athletic Facilities Manager Sid Askew

Athletic Office Manager Nora Butts

BASEBALL

(601) 857-3326

Head Baseball Coach Rick Clarke

Assistant Baseball Coach Doug Fortenberry

BASKETBALL

(601) 354-2327 or 885-7018

Head Basketball Coach (Men) Ralph Moore

Assistant Basketball Coach (Men) Leon Harris

Head Basketball Coach (Women) Lester Owens

FOOTBALL

(601) 857-3330

Head Football Coach Thomas E. "Gene" Murphy

Assistant Football Coach Ron Davis

Assistant Football Coach Tony Hughes

Assistant Football Coach Taylor Morton

Assistant Football Coach Dot Murphy

Assistant Football Coach Mike Smith

Assistant Football Coach Jeff Terrill

GOLF

(601) 857-5993

Head Golf Coach Anthony Price

SOCCER

(601) 857-3242

Head Soccer Coach Tom Shepherd

SOFTBALL

(601) 857-3329

Head Softball Coach Terri Black

Assistant Softball Coach Patti Johnson

TENNIS

(601) 857-3295

Head Tennis Coach Cleon McKnight

TRACK

(601) 857-3444

Head Track Coach Tony Hughes

Assistant Track Coach and Cross Country Coach Sam Wright

DIRECTORY OF CHAIRPERSONS/INSTRUCTORS

Listed below are Campus/Branch/Center personnel. Normally, Instructor/Department heads should be contacted by students who have questions about courses or similar matters. The normal route is as follows: From Instructor/Department head to Division chairperson, to Campus dean, to Campus/Branch vice president, to appropriate District vice president, to the College president.

DEPARTMENT CHAIRPERSONS/INSTRUCTORS JACKSON CAMPUS - ACADEMIC/TECHNICAL CENTER

| | |
|---|---------------------|
| Accounting/Mathematics | Sharon Cauthen |
| Biology | Hilda Wells |
| Business and Office Technology | Norma Dell Broadway |
| Chemistry | Gerald Pabst |
| Child Care Development | Mary Ann Jacobs |
| Computer Science | Darnelle Hillman |
| Computer Servicing Technology | Tony McCree |
| Developmental English | Dean Lamb |
| Drafting and Design Technology | Clayton Kimble |
| Electronics Technology | Walter Hammack |
| English and Foreign Language | Stephanie Woods |
| Geographical Information Systems Technology | Lynn Carter |
| Hospitality and Tourism Management..... | J. Larry Richardson |
| Mathematics | George W. Deer |
| Paralegal Technology | Thomas Powell |
| Psychology..... | Mary Nell Scott |
| Sociology..... | Christy Flatt |

DEPARTMENT CHAIRPERSONS/INSTRUCTORS JACKSON CAMPUS - NURSING/ALLIED HEALTH CENTER

| | |
|-------------------------------------|-----------------|
| AD Nursing | Gloria Coxwell |
| Dental Assisting..... | Richard Gavant |
| Emergency Medical Technology | Gerald McNeer |
| Health Information Technology | Judy Moore |
| Learning Lab Coordinator | Joyce B. Adams |
| Medical Lab Technology..... | Nina Braswell |
| Physical Therapist Assistant..... | Lisa Latham |
| Practical Nursing | Delores Garner |
| Respiratory Therapy | Diane Sylvester |
| Surgical Technology | Marilyn Poole |

DEPARTMENT CHAIRPERSONS/INSTRUCTORS RANKIN CAMPUS

| | |
|--|------------------|
| Art/Music | De Hurston |
| Biology | C. Hamilton Wise |
| Business Administration..... | Edna Bilbro |
| Business and Office Technology | Jean Powers |
| Chemistry/Physics/Computer Science | John Payn |
| Developmental Studies..... | Elaine Barr |
| Electronics Technology | J. Wayne Webb |
| English/Foreign Language/Speech | Stephanie Woods |
| Mathematics..... | G. Wendell Deer |
| Marketing Technology | Nan Woods |
| Medical Assisting Technology | Chrissy King |
| Plumbing and Pipefitting..... | C. Dean Johnson |
| Social Science..... | Eleanor Long |

DEPARTMENT CHAIRPERSONS/INSTRUCTORS RAYMOND CAMPUS

| | |
|--|---------------------------|
| Agribusiness Management Technology (1+1) | Bill Dixon |
| Agriculture | Roger Jones |
| Art | Gayle McCarty |
| Automotive Technology | Reece Powell |
| Automotive Machinist | Tom Dillard |
| Automotive Vehicle and Accessories Marketing | Mickey Mott |
| Aviation Maintenance Technology | Tommy Douglas |
| Biology | Linden Haynes |
| Barbering | Murray Neal |
| Brick, Block and Stonemasonry | Dennis Ray Quertmous, Jr. |
| Business Administration | Tom Shepherd |
| Business and Office Technology/Computer Programming Technology | Mary Etta Naftel |
| Carpentry | Curtis Wade Alexander |
| Chemistry/Physical Science | Lester Harrison |
| Collision Repair Technology | Herbert McPhail |
| Commercial Art Technology/Graphic and Print Communications | Michael Hataway |
| Communications Electronics Repair | James Harris |
| Computer Programming Technology | Martha Hand |
| Court Reporting | Mary Etta Naftel |
| Diesel Equipment Technology | Dean Hodges |
| Drafting and Design Technology | Lonnie Harper |
| Electrical Technology | Russell McGuffee |
| Electronics Technology | Harry Partin |
| English | Peggy Brent |
| Food Processing Technology | Roger Jones |
| Home Economics | Bernice Spurlock |
| Interpreter Training Technology | Sonya Walters |
| Landscape Management Technology | Martha Hill |
| Machine Shop Technology | Charles E. Easley |
| Marketing Management Technology | Kyle Mize |
| Mathematics | James Kenneth Johnston |
| Meat Merchandising | Lamar Currie |
| Music | Rolland Shaw |
| Paralegal Technology | Latricia Nelson |
| Physical Education | Dot Murphy |
| Printing Communications | Russell Poirrier |
| Psychology | Kenneth Benson |
| Reading | Hilda McRaney |
| Refrigeration and Air Conditioning | W.E. Carson |
| Social Science | Lura Scales |
| Speech | Jerry Agent |
| Veterinary Technology | Bobby Glenn |
| Welding and Cutting | Percy Fulgham |

DEPARTMENT CHAIRPERSONS/INSTRUCTORS UTICA CAMPUS

| | |
|-------------------------------|--------------------------|
| Business | Ernestine Black |
| Electronics Technology | Darryl Jenkins |
| Mathematics and Science | Mae C. Jackson |
| Music | Bobbie Cooper |
| Social Sciences | James Jordan |
| Vocational-Technical | Dr. Jessie Killingsworth |

**DEPARTMENT CHAIRPERSONS/INSTRUCTORS
VICKSBURG-WARREN COUNTY BRANCH**

| | |
|--------------------------------------|------------------|
| Biology/Chemistry | Laura Inman |
| Business and Office Technology | Patricia Theriot |
| English | Glenda LaGarde |
| Mathematics and Science | Sandra Berry |
| Nursing | Nancy Butler |
| Psychology | Sarah Shoemaker |

**FACULTY
JACKSON CAMPUS
Nursing/Allied Health Center**

| | |
|--|-------------------------------|
| Joyce Adams | Related Studies |
| B.S., M.S., University of Alabama; Ed.S., Mississippi State University | |
| Theresa Akbar | Head Librarian |
| B.S., Mississippi Industrial College; M.L.S., University of Mississippi; Mississippi State University | |
| Bryan Alexander | Physical Therapist Assistant |
| A.A., A.A.S., Pearl River Community College; B.P.A., University of Mississippi | |
| Lewis Edwin Alford | Assistant Dean |
| B.S., Mississippi State University; M.A., University of Alabama | |
| Rhonda Armstrong | Nursing (RN) |
| B.S.N., M.S.N., University of Mississippi | |
| Sherry Avenmarg | Nursing (RN) |
| B.S.N., M.S.N., University of Mississippi | |
| Margaret Bain | Vocational Counselor |
| B.S., Mississippi State University; M. Ed., University of Mississippi | |
| Linda Banks | Nursing (RN) |
| B.S.N., M.S.N., University of Mississippi | |
| Dene Bass-Simmons | Nursing (RN) |
| Diploma, Gilfoy School of Nursing, B.S.N., M.N., University of Mississippi | |
| Kathy Batton | Nursing (RN) |
| B.S.N., University of Mississippi; M.S.N., University of Southern Mississippi | |
| Julia Blaylock | Medical Laboratory Technology |
| B.S., M.S., Mississippi College | |
| Nina Braswell | Medical Lab Technology |
| B.S., Mississippi State University; M.H.S., Mississippi College | |
| Catherine Broome | Nursing (RN) |
| B.S.N., University of Mississippi; M.N., University of Florida | |
| Delene Browning | Nursing (RN) |
| B.S.N., Armstrong State College; M.S.N., Medical College of Georgia | |
| Yvonne Cain | Nursing (RN) |
| A.A., Jones County Junior College; B.S.N., M.S.N., University of Mississippi | |
| Jacqueline Carrillo | Nursing (RN) |
| B.S.N., California State University; M.S.N., University of Mississippi; University of Southern Mississippi | |
| Cynthia Casey | Practical Nursing |
| A.A., Hinds Community College; B.S.N., University of Mississippi | |
| Melissa Channell | Practical Nursing |
| Vocational Certificate, A.D.N., Hinds Community College; B.S.N. Mississippi College | |
| Brandy Coker | Respiratory Care |
| A.A.S., Hinds Community College | |

| | | |
|------------------------------------|---|--|
| Gloria Coxwell | Assistant Dean of Nursing/Allied Health Center, Director of Associate Degree Nursing B.S.N., Texas Woman's University, M.N., University of Mississippi | |
| Sandra Geraldine Crook | Nursing (RN) B.S.N., M.N., University of Mississippi | |
| Irma David | Nursing (RN) B.S.N., Mississippi College; M.S.N., University of Southern Mississippi | |
| Sharon Graves Davis | Nursing (RN) B.S., M.S., University of Mississippi | |
| Joanne Dugard | Practical Nursing Diploma, New Orleans Southern Baptist Hospital; B.S.N., University of Southern Mississippi | |
| Rebecca Fairchild | Practical Nursing A.A., Clarke College; B.S., University of Southern Mississippi | |
| Elvalene Floyd | Nursing (RN) B.S.N., Mississippi College; M.S.N., University of Mississippi | |
| Judith Ann Fortenberry | Nursing (RN) A.A.S., Hinds Community College; B.S.N., University of Mississippi; M.S., University of Southern Mississippi | |
| Delories Garner | Practical Nursing A.D.N., Hinds Community College; B.S.N., Mississippi College; M.S., University of Southern Mississippi | |
| H. Richard Gavant | Dental Assisting B.S., D.M.D., University of Alabama | |
| Barbara G. Glasscock | Nursing (RN) B.S.N., Mississippi College; M.S.N., University of Southern Mississippi | |
| Charlotte Godwin | Nursing (RN) A.A.S., Mississippi Gulf Coast Community College; B.S.N., M.S.N., University of Southern Mississippi | |
| Vicki Gordon | Nursing (RN) B.S.N., Southeastern Louisiana University; M.S.N., University of Mississippi | |
| LaDonna Hathorn-Redd | Counselor, Single Parent B.S., Alcorn State University; M.S.Ed., Jackson State University Mississippi State University; Mississippi College | |
| Margaret T. Haynes | Nursing (RN) B.S., Marymount College; M.N., University of Mississippi | |
| Linda Mitchell Hughes | Nursing (RN) A.A.S., Mississippi Delta Junior College; B.S., Northeast Louisiana University; M.N., University of Mississippi | |
| Barbara A. Hills Johnson | Nursing (RN) B.S.N., M.S.N., University of Mississippi | |
| Johnnie Johnson | Practical Nursing B.S.N., Dillard University; M.N., University of Mississippi | |
| Mary Johnson | Nursing (RN) A.A.S., Hinds Community College; B.S.N., William Carey College; M.S.N., University of Southern Mississippi | |
| Janet S. Jones | Nursing (RN) B.S.N., University of Mississippi; M.N., University of Mississippi | |
| Katherine Stubblefield Jones | Nursing (RN) B.S.N., University of Mississippi; M.S., University of Southern Mississippi | |
| Mattie L. Knight | Practical Nursing A.A.S., Hinds Community College | |
| Maxine Kron | Practical Nursing Diploma, Gilfoy School of Nursing | |

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|-----------------------------|---|
| Lisa Latham | Physical Therapist Assistant B.S., Physical Therapy, University of Mississippi Medical Center |
| Tarshe Mack | Nursing (RN) B.S.N., Mississippi College; M.S.N., University of Southern Mississippi |
| Elizabeth H. Mahaffey | Nursing (RN) B.S.N., Mississippi College; M.S., Ph.D., University of Southern Mississippi |
| Gerald McNeer | Emergency Medical Technology A.A., Holmes Community College; B.S., Mississippi College; M.R.E., New Orleans Baptist Seminary |
| Shirley L. Miller | Respiratory Care A.A., Holmes Junior College; B.S.E., Delta State University; Respiratory Care Certificate, University Medical Center |
| Judith Ervin Moore | Medical Record Technology A.A., Hinds Community College; B.S., M.H.S., Mississippi College; Registered Record Administrator, American Medical Record Association |
| Kathryn Piazza | Medical Record Technology B.S., University of Mississippi; Certificate, Medical Record Administration, University of Mississippi Medical Center; M.B.A., Mississippi College |
| Marilyn Poole | Surgical Technology R.N., Our Lady of Holy Cross |
| Pamela E. Reeves | Dental Assisting A.A.S., Hinds Community College; CDA, Dental Assisting National Board; B.S., University of Southern Mississippi |
| Pamela H. Reeves | Nursing (RN) B.S.N., Mississippi University for Women; M.S.N., University of Mississippi |
| Katherine Robertson | Nursing (RN) B.S.N., University of Mississippi; M.S., Georgia State University |
| Vickie Lynn Rogers | Nursing (RN) B.S., M.S., University of Southern Mississippi |
| Charlene Sandifer | Nursing (RN) Diploma, Piedmont Hospital School of Nursing; B.S.N., M.S.N., University of Mississippi |
| Arlene R. Shelby | Dental Assisting A.A.S., Hinds Community College; CDA, Dental Assisting National Board; B.S., University of Southern Mississippi |
| Roy M. Shelby | Academic Counselor B.S. Ed., M.S. Ed., Jackson State University |
| M. Jane Skinner | Nursing (RN) A.A.S., Hinds Community College; B.S.N., Northeast Louisiana University; M.S.N., Ph.D., University of Mississippi |
| Edna Smith | Surgical Technology Vocational Certificate, Hinds Community College; B.S.N., Mississippi College |
| Mary Ann Sones | Dean of Nursing/Allied Health Center A.A.S., Hinds Community College; CDA, Dental Assisting National Board; B.S., University of Southern Mississippi; M.A.T., Mississippi State University; Mississippi College |
| Debra G. Spring | Nursing (RN) B.S., M.S., University of Southern Mississippi |
| Elizabeth Stephens | Nursing (RN) Diploma, Baptist Memorial Hospital School of Nursing; B.S.N., University of Mississippi; M.S.N., University of Alabama; Post M.S.N. FNP Certificate, Mississippi University for Women |
| Sandra Stonecypher | Special Populations Coordinator A.A., Southeastern Junior College; B.A., William Carey College |

| | |
|---|---------------------|
| Dianne A. Sturdivant | Nursing (RN) |
| B.S.N., M.N., University of Mississippi | |
| Diane Sylvester | Respiratory Care |
| A.A.S., Hinds Community College; Registered Therapist, National Board of Respiratory Care | |
| Edna Smith..... | Surgical Technology |
| Diploma, Mississippi Baptist Hospital; B.S., University of Southern Mississippi | |
| Jan Terrill | Practical Nursing |
| A.D., R.N., Mississippi University for Women | |
| Connie Faye Townsend..... | Nursing (RN) |
| B.S.N., Mississippi College; M.N., University of Mississippi; Ed.D., University of Southern Mississippi | |
| Charlotte H. White | Nursing (RN) |
| A.A.S., Jones Junior College; B.S.N., M.N., University of Mississippi | |
| Theresa Winschel | Respiratory Care |
| A.A.S., Hinds Community College; Registered Therapist, National Board of Respiratory Care | |
| Katie Worrell | Practical Nursing |
| Diploma, St. Dominic Memorial Hospital; A.A.S., Hinds Community College | |

JACKSON CAMPUS Academic/Technical Center

| | |
|--|--------------------------------|
| Jerry Ainsworth | Hospitality and Tourism |
| B.S., University of Mississippi | |
| Lucretia Bishop Berry | English |
| A.A., Copiah-Lincoln Community College; | |
| B.S., M.S., University of Southern Mississippi; Mississippi State University | |
| Norma Dell Broadway..... | Business and Office Technology |
| B.S., University of Southern Mississippi; M.Ed., Mississippi College; Ph.D., University of Mississippi | |
| Burlene Brumfield..... | Child Care and Development |
| B.S., Alcorn State University; University of Southern Mississippi; M.A., Ed.S., Jackson State University | |
| Kathleen Bruno..... | Culinary Arts |
| B.B.A., University of Mississippi; Culinary Certificate, Pinellas Technical Education Center | |
| Cheryl Carr | Business and Office Technology |
| A.A., Holmes Junior College; B.S., M.S., Delta State University | |
| Margaret Carr | Developmental Mathematics |
| B.A., M.A., Winthrop College; Ed.S., Appalachian State University | |
| Lynn Carter..... | Graphics Information Systems |
| Hinds Community College; University of Southern Mississippi | |
| Sharron Lee Cauthen | Business Administration |
| A.A., Holmes Community College; B.S., Mississippi University for Women; M.B.A., Mississippi College | |
| William Cochrane | Developmental Reading |
| B.A., University of Southern Mississippi; M.A., Columbia University | |
| Rosia W. Crisler | English |
| B.S., Mississippi Valley State University; M.A., Western Illinois University; Columbia University; | |
| University of Mississippi; New York University; Paris, France; Ed.S., Jackson State University | |
| Theresa Ellison | Library |
| B.S.Ed., Mississippi Industrial College; M.L.S., University of Mississippi | |
| Christie Flatt | Sociology |
| B.A., Midwestern State University; M.A., Texas Tech University | |
| Angela Griffin | Business and Office Technology |
| A.A., Itawamba Junior College; B.S., M.S., Mississippi University for Women; | |
| Mississippi State University | |

| | |
|------------------------------|---|
| Walter T. Hammack | Communications Electronics Repair Technology A.S., Cameron University; B.S., Cameron University |
| LaDonna Hathorn - Redd | Counselor B.S., Alcorn State University; M.S.Ed., Jackson State University |
| Darnelle Hillman | Computer Science A.A., Hinds Community College; B.A., Jackson College of Ministry; M.A., Reformed Theological Seminary |
| Mary Ann Jacobs | Child Care and Development B.S.M., Mississippi University for Women; M.Ed., Mississippi College; M.R.E., Southwestern Baptist Theological Seminary; Ed.D., Jackson State University |
| Clayton Kimble | Drafting and Design A.A.S., Utica Junior College; B.S., M.S., Jackson State University |
| Dean Lamb | Developmental English B.A., University of Alabama; M. Ed., Mississippi State University |
| Melanie McCleod | Mathematics B.A., M.S., University of Mississippi |
| Tony McCree | Computer Servicing Technology A.A.S., Hinds Community College |
| Nancy McMurtrey | Child Care and Development B.S., M.S., Mississippi College |
| Pat S. Owen | Special Services (Sex Equity Project Coordinator) B.S., M.S., Mississippi State University; M.S., Memphis State University |
| Gerald Pabst | Chemistry/Microbiology B.S., M.S., Ph.D., Mississippi State University |
| Linda Pates | Business and Office Technology A.A.S., Utica Junior College; B.S., M.B.A., Jackson State University |
| Thomas Powell | Paralegal B.A., Tougaloo College; J.D. Washburn University |
| Cynthia Erves-Price | Business and Office Technology B.S., Jackson State University |
| James Larry Richardson | Hotel & Restaurant Management A.A.S., Hinds Junior College; B.S., M.S., University of Southern Mississippi |
| Cleavern Robertson | Counseling B.S., Jackson State University; M.Ed., Delta State University; Jackson State University |
| Mary Robinson | English B.A., M.A.T., Jackson State University |
| Albert Ross. | Special Populations A.A.S., Utica Junior College; B.S., Mississippi Valley State University; M.S., Jackson State University |
| Mary Nell Scott..... | Psychology B.S., M.S.Ed., Jackson State University |
| Karena Simon. | Counselor B.S., M.S.Ed., Jackson State University |
| Susan Stonecypher..... | Special Populations A.A., Hinds Community College; B.S., Mississippi College |
| Blanchie Sutton | Counselor B.S., M.S., Jackson State University |
| Henry Thornton | Quality Assurance Technology A.A., Hinds Community College; B.S., Mississippi College; M.S., University of Miami; Cornell University |
| Jackie Waite | Business and Office Technology A.A.S., Hinds Community College; B.S., Mississippi College; M.Ed., Mississippi State University |

Hilda WellsBiology
 B.S., Tougaloo College; M.S., Jackson State University; University of Maryland
 Patricia WynneLearning Lab Coordinator
 B.A., Mississippi College

RANKIN CAMPUS

Elaine H. BarrRelated Studies
 B.S., M.Ed., Mississippi State University; Georgia State University;
 Millsaps College; Jackson State University
 Edna Bilbro.....Business Administration
 B.B.A., Delta State University; M.B.A., Mississippi College
 Linda BlackwellHigh School Voc/Tech Counselor
 B.S., Jackson State University; M.Ed., Mississippi College
 G. Wendell DeerMathematics/Physics
 A.A., Southwest Mississippi Community College; B.S., M.S., University of Southern Mississippi;
 Ed.D., Florida State University; University of California at Berkeley
 Angela EnglishBiology
 B.S., M.S., Jackson State University
 Chip FergusonTechnology Applications
 B.S., M.S., University of Southern Mississippi
 Tullio Ferretti Jr.Biology
 A.A., Mississippi Delta Junior College; B.S., M.S., Delta State University
 Linward GarrettMetal Trades
 B.S., Jackson State University; University of Southern California; University of Oklahoma
 Patricia GranthamChild Care
 B.S., M.A., Northwestern State University
 Angela Kaye Hall.....Allied Health
 B.S.N., University of Southern Mississippi
 Dana HarrellMarketing Cooperative
 A.A.S., Hinds Community College; B.S., Mississippi State University
 Marion Faye HensonFood Production Management and Services
 A.A., Holmes Community College; B.S., Mississippi State University
 Linda Hill.....English
 B.A., Belhaven College; M.A., University of Arkansas; Ph.D., University of Alabama
 Lynn Holliday.....Diversified Occupations Coordinator
 B.S., Mississippi State College for Women; Mississippi College; Jackson State University
 Kathy HuffHistory
 B.S.Ed., M.S.S., Mississippi College
 De HurstonArt
 B.A., Belhaven College; M.A., University of Mississippi
 Judith IsonhoodDevelopmental Studies
 A.A., Hinds Community College; B.A., Mississippi State University; M.Ed., Mississippi State University
 Allan B. JohnsonAgriculture Diesel Mechanics
 A.A., Hinds Community College
 C. Dean JohnsonPlumbing and Pipefitting
 B.S., Mississippi College
 Christine KingMedical Assistant Technology
 A.A., Tulsa Junior College
 Renita K. LaneLibrary
 B.A., Mississippi College; M.L.S., University of Southern Mississippi

| | |
|--|--------------------------------|
| Inda Laney | Computer Science |
| B.S., M.Ed., Mississippi College | |
| Alexander Lee | Mathematics |
| B.S., M.Ed., Mississippi State University ² | |
| Eleanor Long | History |
| B.A., M.A., Mississippi College | |
| Ernest McFadden | Auto Mechanics |
| B.S., Mississippi Valley State University; Jackson State University | |
| Carol McLaurin | Counselor |
| B.S., M.S., Jackson State University | |
| Sheila F. Miller | English |
| B.A., Millsaps College; M.A., University of Mississippi | |
| Barbara A. Nickey | English/Speech |
| A.A., Hinds Junior College; B.S., Mississippi University for Women; M.A., Florida State University; Mississippi College | |
| Wanda C. Orr | Intensive Business |
| A.A., Copiah-Lincoln Community College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University | |
| John Payn | Mathematics/Physics |
| B.S., Louisiana State University; M.A., John Hopkins University; M.C.S., Mississippi College | |
| Pam Perry | Business and Office Technology |
| A.A., Hinds Community College; B.S., M.B.A., Mississippi College | |
| Carol Ann Poore | Developmental Mathematics |
| B.S., Delta State University | |
| Jean R. Powers | Business and Office Technology |
| B.S. (Education), B.S. (Secretarial Science), Belhaven College; M.Ed., Mississippi College | |
| Susan Ringer | Psychology |
| B.S., Florida State University; M.S., University of Southern Mississippi | |
| Fred Dixon Robertson, Jr. | Business Administration |
| B.S.Ed., M.S.Ed., Mississippi State University; Ph.D., University of Mississippi | |
| John R. Scoggins | Auto Body |
| Hinds Junior College | |
| Phillip E. Scott | Carpentry |
| B.S., Jackson State University | |
| Ronald C. Smith | Drafting |
| A.A., Hinds Community College | |
| Jill Thorne..... | Counselor |
| B.A., Mississippi State University; M.C.P., Mississippi College | |
| Pamela Truhett. | Counselor |
| B.S., M.Ed., Mississippi State University | |
| J. Wayne Webb | Electronics Technology |
| A.A., Hinds Community College; B.S., University of Southern Mississippi | |
| Daniece Harris-Williams | Biology |
| A.A., Hinds Community College; B.S., Belhaven College; M.S., University of Southern Mississippi | |
| Lise' Williams. | Allied Health Cluster |
| B.S., Mississippi University for Women | |
| Lou Anne Williams | Chemistry |
| B.S., Mississippi State University; M.C.S., Mississippi College | |
| C. Hamilton Wise | Biology |
| B.A., University of Maryland; M.S., Pan American University; Ph.D., North Texas State University | |

| | |
|---|---------------------------------|
| Celia Wood | English |
| B.A., Millsaps College; M.A., North Carolina State University | |
| Nan Woods | Marketing Management Technology |
| B.S., M.S., University of Southern Mississippi | |
| Stephanie Woods | English |
| B.A., Millsaps College; M.A., Mississippi College | |

RAYMOND CAMPUS

| | |
|--|---------------------------------|
| Jerry Peyton Agent | Speech |
| A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College; University of Mississippi | |
| Curtis Wade Alexander | Carpentry |
| A.A., Copiah-Lincoln Community College; University of Southern Mississippi; Mississippi State University | |
| Lynda L. Allen | Mathematics |
| B.A., Mississippi College; M.S., University of Mississippi | |
| Nancy Allen | Criminal Justice |
| B.A., M.S., University of Southern Mississippi | |
| Lou Ann Askew..... | Special Populations Coordinator |
| A.A., Hinds Junior College; B.S., M.Ed., Mississippi College; University of Southern Mississippi | |
| Billie L. Baner | Farm Management |
| A.A.S., Hinds Junior College; B.S., M.S., Mississippi State University | |
| Faye R. Barham | English |
| B.A., M.A., Mississippi State University; University of Mississippi; University of Southern Mississippi | |
| Linda B. Bath..... | Business and Office Technology |
| A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College | |
| Anna Cowden Bee | Hi-Steppers, Dance, Modeling |
| A.B., Samford University; Dance Master, Chalif School of Dance (New York); June Taylor School of Dance, New York Ballet Theatre | |
| James Robert Bell | Chemistry |
| B.A., M.C.S., University of Mississippi; Ph.D., University of Southern Mississippi | |
| Kenneth Alf Benson | Psychology |
| B.S., M.A., Eastern New Mexico University | |
| Nancy L. Benson | English |
| B.S.Ed., M.A., Mississippi State University | |
| Mike Berry | Biology |
| B.S., Alcorn State University; M.A., Atlanta University; Texas Southern University; Tuskegee Institute; University of Mississippi; Mississippi State University | |
| Melissa Black | Mathematics |
| B.S., Mississippi State University; M.S., Mississippi College | |
| Terri S. Black | Physical Education |
| B.S., M.Ed., University of Mississippi | |
| Peggy L. Blackwell | Music |
| B.M.E., University of Southern Mississippi; M.M.E., Mississippi College | |
| Phillip G. Booth | Psychology |
| B.A., M.S., University of Southern Mississippi; Ed.D., East Texas State University; LPC, M.S., Clinical Member AAMFT | |
| Peggy Ann Brent | English |
| B.A., Millsaps College; M.Ed., Mississippi College; Florida Atlantic University; University of Southern Mississippi; University of West Florida; University of Arkansas; University of Edinburgh (Scotland) | |

| | |
|--|------------------------------------|
| Bessie Brown | Biology |
| A.A., Utica Junior College; B.S., Jackson State University; M.Ed., Mississippi State University; Ed.S., Jackson State University; University of Mississippi; Memphis State University | |
| Joseph Cameron | Biology |
| B.S., M.S., Jackson State University | |
| Jerry Gale Carr | English |
| B.A., M.A., Mississippi State University; University of Southern Mississippi; Jackson State University | |
| Wesley Eddie Carson | Refrigeration/Air Conditioning |
| B.S., Mississippi State University | |
| Shu Hsiung Chang | Chemistry |
| B.S., Cheng-Kong University; Ph.D., University of Cincinnati | |
| Robert Dale Cheesman | Music |
| B.M.E., M.M.E., University of Southern Mississippi | |
| Leah T. Chisolm | Computer Specialist/RCU |
| B.S., Mississippi State University | |
| Richard A. Clarke | Physical Education |
| B.S., M.Ed., Mississippi College | |
| Betty Derrick Clayton | Psychology |
| B.A., Mississippi College; M.S., University of Southern Mississippi; Mississippi State University; University of Mississippi | |
| John Cockrell | Machine Shop Technology |
| A.A.S., Hinds Junior College; University of Southern Mississippi | |
| Randel Ray Cody | Aviation Maintenance Technology |
| B.S., Delta State University | |
| Warren Coile | Philosophy/Bible |
| B.S., Northeast Louisiana University; M.Div., Emory University | |
| Sandra Collins | Mobile Unit |
| A. A., Hinds Community College; B.S.E., Mississippi College | |
| Raymond John Corice, Jr. | Physical Science |
| B.S., M.S., University of Tennessee; Ph.D., World Open University | |
| A. Lamar Currie | Meat Merchandising |
| B.S., Belhaven College | |
| Opal Dakin | Biology |
| B.S., Delta State University; M.S., Ph.D., Mississippi State University | |
| Gavin Davis | Communications Electronics Repair |
| FMTV Certificate, Hinds Community College | |
| Lisa Bell Davis | Mobile Unit Instructor for RCU |
| B.S., University of Mississippi; M.A.T. Elem. Ed., Alaska Pacific University | |
| Tom Dillard | Automotive Machinist |
| A.S.E. Certified | |
| William D. Dixon | Agribusiness Management Technology |
| A.A., Holmes Junior College; B.S., M.S., Mississippi State University | |
| Tommy Douglas | Aviation Maintenance Technology |
| U.S. Air Force; Copiah-Lincoln Junior College | |
| Doris Downing | Barbering |
| Hinds Community College; University of Southern Mississippi | |
| Janice E. Duncan | Sociology |
| B.A., Dillard University; M.S., East Texas State University; Ph.D., Jackson State University; Texas A & M University; East Texas State University; North Texas State University; Jackson State University | |
| Stacey Duke | Speech and Theatre |
| A.A., Copiah-Lincoln Community College; B.S., M.S., University of Southern Mississippi | |

| | |
|---|---------------------------------|
| Paula L. Duren | Art |
| B.F.A., University of Southern Mississippi; M.A., Mississippi College | |
| Charles Easley | Machine Shop Technology |
| B.S. Ed., Mississippi College | |
| William Eaton | Electronics Technology |
| A.A., Hinds Junior College; B.S., University of Mississippi | |
| Ann Eaves | Music |
| B.M.Ed, Mississippi State College for Women; M.M.Ed., Auburn University; University of Alabama; George Peabody College of Vanderbilt | |
| Beverly Derden Fatherree. | English |
| A.A., Hinds Junior College; B.A., Millsaps College; M.A., Northeast Louisiana University | |
| Ben H. Fatherree | History |
| B.A., M.A., Ph.D., Mississippi State University; Columbia University; Stanford University; Mississippi College School of Law | |
| Donald Ernest Faulkner | Physical Science |
| B.S., Millsaps College; M.S., University of Rochester; Mississippi College | |
| Sharon Feaster | Biology |
| B.S., M.S., Delta State University; University of Mississippi Medical Center; University of Southern Mississippi | |
| Helen Juanita Flanders | Head |
| A.A., Hinds Community College; B.A., Mississippi University for Women; M.L.S., Vanderbilt University; Ph.D., Bowling Green State University | |
| Terry Fletcher | Music |
| B.M.Ed., Millikin University; M.M., Northern Illinois University; University of Southern Mississippi | |
| Percy Fulgham | Welding and Cutting |
| Certificates, Utica Junior College | |
| James Fulton | Biology |
| A.A., East Central Junior College; B.S., M.Ed., Ed.D., Mississippi State University | |
| Betty Denton Fürstenberger | English |
| B.A., Millsaps College; M.A., Mississippi College; University of Mississippi | |
| Godfrey Lawrence Garner | Criminal Justice |
| B.S., Langston University; M.S., University Center at Tulsa; Northeastern Oklahoma State University; University of Southern Mississippi; Ph.D., Mississippi State University | |
| Margaret Ann Gandy | Business and Office Technology |
| B.S., M.S., University of Southern Mississippi; Mississippi College; University of Southern Mississippi | |
| Daniel Gilbert | Psychology |
| B.A., Louisiana Tech University; M.S., Northeast Louisiana University; M.C.C., Mississippi College; LPC, MS | |
| Bobby O. Glenn | Veterinary Technology |
| B.S., Mississippi State University; D.V.M., Auburn University | |
| Billy Dale Graves | Physical Science |
| B.S., M.S., Ph.D., Mississippi State University | |
| Jean B. Greene | Public Service Librarian |
| B.A., University of Mississippi; M.L.S., University of Southern Mississippi | |
| William G. Hairston | History and Geography |
| B.S., University of Mississippi; M.A., Michigan State University | |
| Denise Marlene Halbach | Theatre and Speech |
| B.A., University of Mississippi; M.F.A., University of Southern Mississippi | |
| Martha D. Hand | Computer Programming Technology |
| A.A., Hinds Junior College; B.S., Mississippi College; Mississippi State University | |

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|---|---|
| Lonnie Lee Harper..... | Industrial Drafting |
| A.A.S., Copiah-Lincoln Junior College; B.S., University of Southern Mississippi; M.S., Jackson State University | |
| James A. Harris..... | Communications Electronics Repair |
| A.A., Hinds Junior College; University of Southern Mississippi | |
| Joanne Matthews Harrison..... | Biology |
| B.A., Southwestern at Memphis; M.S., Memphis State University; Mississippi State University | |
| Lester Wayne Harrison | Physical Science |
| B.S., Lambuth College; M.S., Ph.D., Memphis State University; University of Georgia; University of Kentucky | |
| Michael Willis Hataway..... | Commercial Art Technology |
| A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College; Mississippi State University | |
| Linden Smith Haynes | Biology |
| B.S., Alcorn State University; M.S., Virginia State University; Ph.D., Iowa State University | |
| Martha Hill | Landscape Management Technology |
| B.S., Mississippi State University | |
| Yvonne Hill | Computer Science |
| A.A., Hinds Community College; B.S., Belhaven College; M.S., Jackson State University | |
| Dean W. Hodges..... | Diesel Equipment Technology |
| A.A.S., Hinds Community College; B.S., Western Illinois University; M.S., University of Southern Mississippi | |
| William Hoaglin | Philosophy |
| B.A., M.A., Michigan State University | |
| Charlie T. Hubbard | Vocational Counseling |
| B.S., Alcorn State University; M.A., Texas Southern University; Ed.S., Jackson State University | |
| Anthony Hughes..... | Physical Education |
| B.A., Technical Certificate, University of Southern Mississippi | |
| Jeffrey Hughes | Mathematics |
| B.A., Mississippi College; M.Ed., University of Mississippi | |
| Georgia Ineichen | Biology |
| B.S., M.S., Northeast Louisiana University; Ph.D., Louisiana State University | |
| John Ingwerson | Music |
| B.A., University of Nebraska; M.M.Ed., Western Washington University; D.M.A., University of Arizona | |
| Tracy A. Irby | Music |
| A.A., Hinds Junior College; B.M.E., M.M.E., Northeast Louisiana University | |
| Billy Ivey | Director of Media Center and/Office of Telelearning |
| A.A., Hinds Junior College; M.S., M.Ed., University of Southern Mississippi | |
| Sara Halsell Jenkins | English |
| A.A., Hinds Junior College; B.A., Mississippi College; M.A., University of Alabama; Mississippi College; University of Alabama | |
| James Kenneth Johnston..... | Mathematics |
| B.S., Mississippi State University; M.Ed., Mississippi College; Ed.D., University of Mississippi | |
| Roger P. Jones | Food Processing Technology |
| B.S., M.S., Ph.D., Mississippi State University | |
| Carol Kelley..... | Coordinator of Hearing Impaired |
| B.A., Jacksonville University; M.S., Florida State University | |
| George Morris Kelly | English |
| B.A., M.A., Mississippi State University; University of Mississippi | |
| Jane A. Kelly. | Psychology |
| B.A., M.S., University of Southern Mississippi; Ph.D., Mississippi State University | |

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|---|-----------------------------------|
| Davelle King | Counselor |
| B.B.A., M.S., Mississippi State University | |
| Pamela Knight..... | Physical Science |
| B.S., M.S., M.Ed., Mississippi State University | |
| Mary A. Kuhn | Sociology |
| B.S., M.S.S., University of Mississippi; Mississippi College | |
| Sharon P. Leggett | Counseling |
| B.S.Ed., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi State University | |
| Wanda Lewis | Biology |
| A.A., Copiah-Lincoln Junior College; B.S., M.S., Ed.S., University of Southern Mississippi | |
| Alma J. Lofton | Business Administration |
| B.S., Mississippi College; M.Ed., Mississippi State University; Mississippi College | |
| Larry Ford Lofton | Business Administration |
| B.S., M.B.A., University of Southern Mississippi; | |
| C.P.A., American Institute of Certified Public Accountants; Mississippi State University | |
| Mary Lou Lott | Music |
| B.M.Ed., M.M.Ed., University of Southern Mississippi; Loyola University; | |
| University of Southern Mississippi; Mississippi College | |
| Carol Love | Modern Foreign Language |
| B.A., DePauw University; M.A., Mississippi State University | |
| John Philip Manchester, Jr. | Music |
| B.S., Livingston University; M.M.Ed., North Texas State University; D.A., University of Mississippi | |
| Randy Mapes. | Music |
| B.M., University of Wisconsin; M.M., University of Southern Mississippi | |
| Alice H. Margolis..... | Library |
| A.A., Hinds Junior College; B.A., University of Mississippi; University of Mississippi | |
| Polly Tillman Marshall | English |
| A.A., Hinds Junior College; B.A., M.A., Mississippi College; Mississippi State University; | |
| University of Mississippi | |
| Anne C. Mason | Music |
| B.M.Ed., University of Alabama; M.M.Ed., Mississippi College; University of Michigan; | |
| University of Wisconsin; University of Southern Mississippi; | |
| Texas Christian University; Mississippi State University | |
| Shirley Mays | Business and Office Technology |
| B.S., Alcorn State University; M.S., University of Southern Mississippi | |
| Gayle McCarty | Art |
| B.A., M.A., Mississippi College | |
| Russell W. McGuffee, Jr | Electrical Technology |
| A.A.S., Hinds Junior College; University of Southern Mississippi | |
| Cleon McKnight | Chemistry |
| B.S., Alcorn State University; M.S., Southern University A & M; Ph.D., Kansas State University | |
| Herbert McPhail. | Collision Repair Technology |
| Hinds Junior College; University of Southern Mississippi | |
| Hilda Grafton McRaney..... | Reading |
| A.A., East Central Junior College; B.S., University of Southern Mississippi; | |
| M.Ed., Ed.S., University of Mississippi; Mississippi State University | |
| Joe Meador | Drafting and Design Technology |
| A.A.S., Copiah-Lincoln Junior College; Mississippi State University; University of Southern Mississippi | |
| Loyce B. Miles | History |
| B.A., B.S., M.A., Delta State University | |
| Stephen M. Miller | Automotive Electronics Technology |
| B.S., University of Southern Mississippi; Hinds Junior College; Mississippi State University | |

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|---|---------------------------------------|
| Kyle Dean Mize | Marketing Management Technology |
| B.B.A., University of Mississippi; M.Ed., Mississippi State University; Mississippi State University | |
| William Ralph Moore | Drafting and Design Technology |
| B.S., University of Southern Mississippi | |
| Marjorie H. Morris | Speech |
| B.S., Mississippi University for Women; M.A., University of Alabama; University of Southern Mississippi | |
| Mickey Jon Mott | Automotive Parts and Service |
| Hinds Junior College; Holmes Junior College; Mississippi State University; University of Southern Mississippi | |
| Dorothy Murphy | Physical Education |
| B.S., Mississippi University for Women; M.S., Mississippi State University | |
| Thomas E. "Gene" Murphy | Physical Education |
| B.S., Mississippi State University; M.Ed., Mississippi State University | |
| Gail W. Muse..... | Special Populations Coordinator |
| A.A., Hinds-Community College; B.S., Mississippi College | |
| Vashti U. Muse | Reading |
| B.S., M.Ed., Mississippi State University; Delta State University; Developmental Education Specialist Certificate, Appalachian State University | |
| Mary Etta Naftel | Business and Office Technology |
| A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College; Ph.D., University of Mississippi; University of Wyoming; Fort Hayes State University, Kansas; Northern Michigan University; University of Wisconsin | |
| Murray Martin Neal | Barbering |
| Barber License, Texas Barber College; University of Southern Mississippi | |
| Carol B. Nelson | Vocational Counselor |
| B.S., William Carey College; M.S., University of Southern Mississippi; University of Mississippi | |
| Clifford L. Nelson | Counseling |
| B.S., M.Ed., Mississippi College | |
| Earl Joe Nelson | Physical Education |
| B.S., Jackson State University; M.S., University of Southern Mississippi; Mississippi State University; Howard University | |
| LaTricia Nelson | Paralegal Technology |
| B.S., M.B.A., Mississippi College | |
| Deborah Leah Nichols | Physical Education |
| A.A., Hinds Junior College; B.S.E., M.Ed., Delta State University | |
| Martha E. Ollar | Reading |
| B.S., Mississippi College; M.S., Ed.S., Mississippi State University | |
| Harry Johnson Partin | Electronics Technology |
| B.S., Mississippi College | |
| Frank A. Patterson..... | Electronics Technology |
| A.A.S., Northwest Mississippi Junior College; Mississippi State University | |
| John Perritt | Director of Instructional Development |
| A.A., Copiah-Lincoln Junior College; B.A., Mississippi College; M.Ed., Georgia State University | |
| Nell Ann Pickett | English |
| A.A., Hinds Community College; B.A., Mississippi University for Women; M.A., George Peabody College of Vanderbilt University; Ph.D., University of Mississippi | |
| Sue Magee Pitts | English |
| B.S.Ed., M.Ed., Mississippi College; Mississippi State University | |
| Russell J. Poirrier | Graphic and Print Communications |
| A.A.S., Hinds Junior College; University of Southern Mississippi; Jackson State University | |
| James C. Porch | Graphic and Print Communications |
| Hinds Community College | |

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|---|---------------------------------|
| Reece Powell, Jr. | Automotive Technology |
| A.A.S., Utica Junior College; B.S., Mississippi Valley State University | |
| Dennis Ray Quertermous, Jr. | Brick, Block and Stonemasonry |
| Murray State University | |
| Betsy Randazzo. | Mathematics |
| B.A., M.A., William Carey College | |
| Shirley Randle. | Chemistry |
| B.S., M.A.T., Mississippi State University | |
| Joycelyn M. Reid | English |
| B.S.E., Delta State University; M.A., Mississippi College; Mississippi State University; University of Mississippi | |
| Joe W. Riffin | Mathematics |
| B.S., Mississippi College; Jackson State University; Mississippi State University | |
| Minnie Riley | Mathematics |
| B.S., Tougaloo College; M.S.T., Jackson State University; Mississippi College | |
| Jerry Nix Roberts..... | Marketing Management Technology |
| B.S., M.S.Ed., University of Southern Mississippi | |
| Paula P. Rodriguez | Speech |
| B.A., M.A., Louisiana Tech University; University of Oklahoma | |
| Michael Joseph Roth | Political Science |
| B.A., M.S., Ed.S., Mississippi State University; Mississippi College School of Law | |
| William D. Rountree | Psychology |
| A.A., Hinds Junior College; B.S., M.S., University of Southern Mississippi | |
| Lucy Rushing..... | Computer Specialist/RCU |
| B.S., Mississippi College; M.Ed., University of Tennessee | |
| Joyce Russell | Business and Office Technology |
| B.S., M.S., Ed.S., Jackson State University; Mississippi State University | |
| Lura Lee Scales | History |
| B.A., Belhaven College; M.A., Mississippi College; Ph.D., Mississippi State University; University of North Carolina; University of Southern Mississippi; University of Colorado | |
| Russell Edward Schneider | Art |
| B.F.A., M.A.Ed., University of Southern Mississippi; Mississippi College | |
| Denise Scifres | History |
| A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.S.S., Ed.S., Mississippi College | |
| Beverly Shaw | Music |
| B.S.Ed., Mississippi College; M.Ed., Arkansas Technology University | |
| Rolland Shaw | Music |
| B.S. Ed., Mississippi College; M.M.Ed., Ph.D., University of Southern Mississippi; Westminster Choir College; Indiana University | |
| Tom Edward Shepherd, Jr..... | Business Administration |
| A.A., Hinds Junior College; B.S., M.B.A., Mississippi State University; Ed.S., University of Alabama; Mississippi College; University of Mississippi | |
| Hazel Shows | Mathematics |
| B.S., M.S., University of Mississippi | |
| Audrey Singletary | Sociology |
| A.A., Hinds Community College; B.A., M.S.S., University of Mississippi | |
| James Michael Smith..... | Physical Education |
| A.A., Copiah-Lincoln Junior College; B.S., M.Ed., Delta State University | |
| Jeremy Kent Smith | Refrigeration/Air Conditioning |
| A.A.S., Hinds Community College; B.S., University of Southern Mississippi | |

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|---|--------------------------------------|
| Joycelyn Smith | Academic Counselor |
| B.S., M.S., Mississippi State University | |
| Kristi Sather-Smith | Honors Program |
| B.S., M.S., Western Illinois University | |
| Randy Smith. | Counselor |
| A.A.S., Hinds Junior College; B.S., Mississippi State University; M.Ed., Ed.S., Mississippi College | |
| Charles Stuart Spann | Computer Programming Technology |
| A.A.S., Hinds Junior College; B.S., University of Southern Mississippi; IBM Technical School; University of Southern Mississippi | |
| Bernice Spurlock | Home Economics |
| B.A., Talladega College; M.S., Ph.D., Howard University | |
| Debbie P. Stallings | English |
| A.A., Hinds Junior College; B.A., M.A., Mississippi College | |
| John N. Strange | Mathematics |
| B.S., University of Arkansas; M.S., Mississippi State University; University of Texas | |
| Deborah Renee Summers | Business Administration |
| B.S., Mississippi State University; M.B.A., Mississippi State University | |
| Norma M. Temple | Mathematics |
| B.S., Mississippi College; M.A., University of Mississippi; Mississippi College; University of Mississippi | |
| Nancy Tenhet..... | Library |
| A.A., Hinds Junior College; B.S., Mississippi State College for Women; M.L.S., A.M.S., Florida State University | |
| Jeff Terrill | Physical Education |
| B.S., M.E., Mississippi State University | |
| Cecelia R. Thomas | Biology |
| B.S., University of Mississippi; M.C.S., University of Mississippi | |
| Jerry W. Thomas..... | Diesel Equipment Technology |
| University of Southern Mississippi | |
| Alec C. Valentine | English |
| B.A., Millsaps College; M.A., George Peabody College for Teachers | |
| Sandra Stringer Vance | History |
| B.A., Belhaven College; M.A., Louisiana State University; Ph.D., Mississippi State University | |
| Randy Vinzant..... | Psychology |
| B.S., Mobile College; M.S., University of Southern Mississippi | |
| Carol McRaney Walker | Mathematics |
| B.A., Mississippi State University; M.Ed., Delta State University | |
| Ralph Washington | Business Administration |
| B.S., Alcorn State University; M.B.A., Mississippi College | |
| Janet Wasson | Spanish and Writing Center Assistant |
| B.S., Mississippi State University | |
| Sonya Walters | Interpreter Training Technology |
| A.A.S., Hinds Community College; B.S., Mississippi University for Women | |
| Cindy Crane West..... | Drafting and Design Technology |
| B.S., M.Ed., University of Southern Mississippi | |
| Martha Wilkins | History |
| B.A., University of Mississippi; M.A., Mississippi College; Ph.D., University of Mississippi | |
| Paula Wimbish | Reading |
| B.A.Ed., University of Mississippi; M.Ed., Ed.S., Mississippi College | |
| David F. Young..... | Job Training and Safety, EPA |
| B.S., Mississippi State University | |

UTICA CAMPUS

| | |
|---|---|
| Carolyn Addison | Music |
| B.S., Jackson State University | |
| Minnie Battle | Business and Office Technology |
| A.S., Coahoma Junior College; B.S., Alcorn State University; M.Ed., Delta State University; S.Ed., Jackson State University; Mississippi State University; Mississippi College | |
| Madelyn Bell..... | English/Foreign Language |
| B.S., M.A.T., Jackson State University | |
| Ernestine Black | Business and Office Technology |
| A.S., Coahoma Junior College; B.A., Alcorn State University; M.S., University of Wisconsin; Delta State University; Mississippi State University; Jackson State University | |
| Jacqueline Brown | Related Studies |
| B.S., Jackson State University | |
| Wayne Brown | Related Studies |
| B.A., Southern Louisiana College; M.Ed., Loyola University | |
| Myra Buckley..... | Child Care and Development |
| B.S., Mississippi Valley State University; M.S.Ed., Jackson State University; University of Southern Mississippi | |
| Willie P. Burnley | Cosmetology |
| A.A.S., Junior College Certificate; Utica Junior College; Jackson State University | |
| Tammy Butler | Biology |
| B.S., M.S., Jackson State University | |
| Terry Collins | Instructional Data Manager |
| B.S., Tougaloo College; M.S., Ed.S., Jackson State University | |
| Bobby Cooper | Music |
| B.S., Tougaloo College; M.S., University of Illinois; Ed.S., Ed.D., University of Colorado; Roosevelt University | |
| William Cornelius | Director of Special Services |
| B.A., Tougaloo College; M.A.T., Indiana University; Merrill-Palmer Institute; Wayne State University; Hampton Institute; University of Southwestern Louisiana; Norfolk State University; Howard University; St. Johns College of New Mexico; Ph.D., Kansas State University | |
| Monocia Conners | Counselor |
| B.S., Jackson State University; M.A.T., Jackson State University | |
| Gloria Daniels..... | Psychology |
| B.S., M.S.C., M.Ed., Tuskegee University; Ed.S., Jackson State University; Ed.D., Mississippi State University | |
| Deborah Danner..... | Data Processing |
| B.S., M.S., Jackson State University | |
| Seyed Darbandi | Accounting and Economics |
| B.S., Tehran University; M.P.A., Jackson State University; IBM Center in Tehran; Training in Computer Assisted Instruction, Jackson State University; H & R Block | |
| Marilyn Binion Davis | Child Care and Development |
| B.S., Tuskegee Institute; M.S. Ed., Jackson State University | |
| Shirley Davis | Director of Student Learning Assistance Program |
| B.A., M.A.T., Jackson State University; Ph.D., Kansas State University; University of Southern Mississippi | |
| Fredie Edwards..... | Welding and Cutting Technology |
| A.A. Certificate, Utica Junior College | |
| Alma Fisher..... | Library |
| A.A., Utica Junior College; B.S., Tougaloo; M.S., Rosary College | |
| Anita Roberts Griffin | English and Speech |
| B.S., M.A.T., Jackson State University; University of Southern Mississippi; Columbia University | |

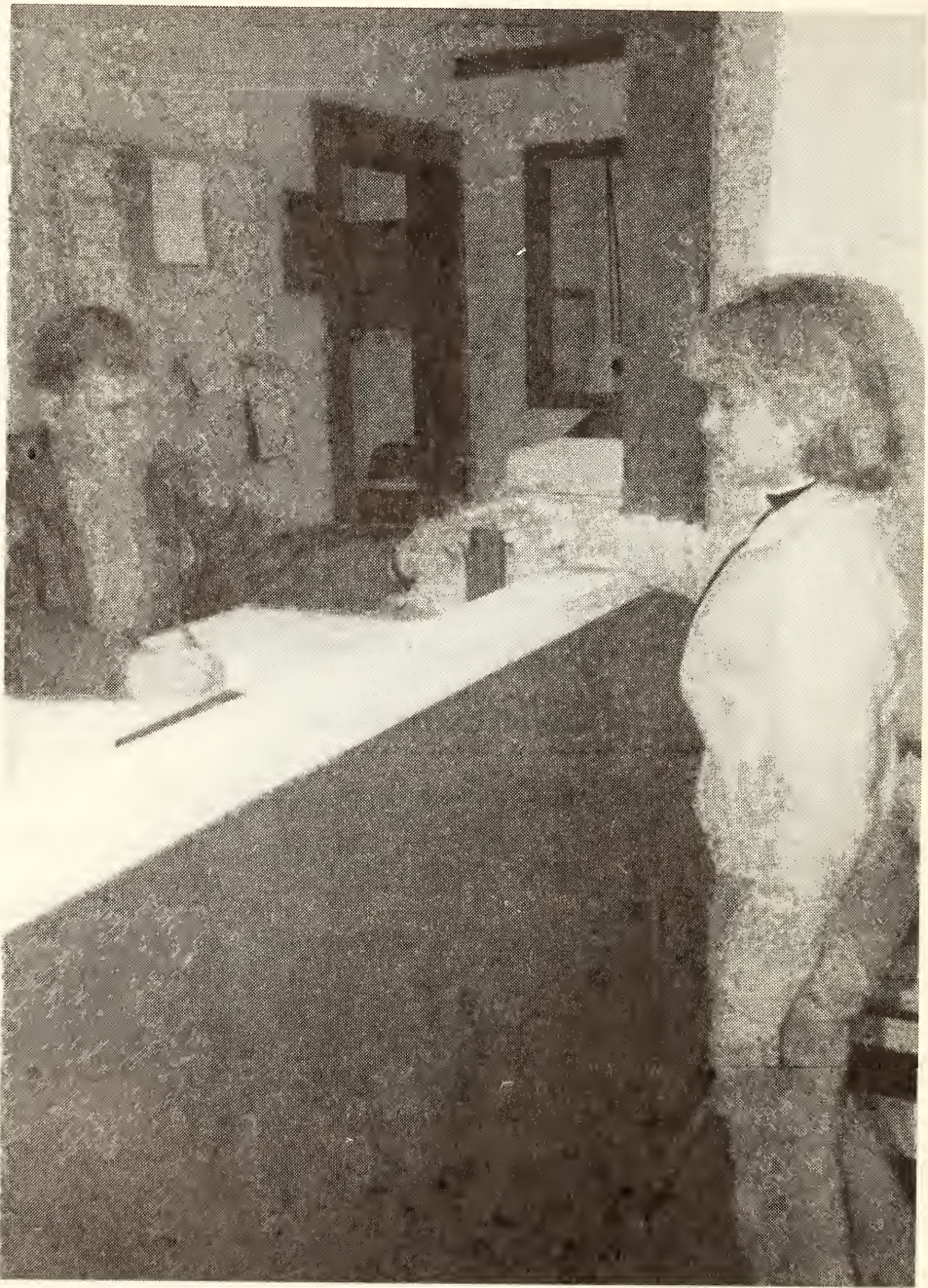
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|---|---|
| Stephen Hall | Band Director |
| B.S., Alcorn State University; M.S., Jackson State University | |
| Magnolia Hampton | English |
| B.A., Mississippi Valley State University; M.A., Mississippi College | |
| Wilson Harris, Jr | Auto Mechanics |
| B.S., Mississippi Valley State University; Jackson State University; University of Southern Mississippi; General Motors; Ford Motor Company | |
| Cornelius Horton | Counselor |
| B.S., Tougaloo College; M.S., Jackson State University | |
| Benard Hubbard | Masonry |
| Jackson State University | |
| Mae C. Jackson | Mathematics |
| B.S., M.A.T., Jackson State University; Ph.D., Kansas State University | |
| Darryl W. Jenkins | Electronics |
| B.S., M.S.Ed., Jackson State University | |
| Isiah Jones | Auto Body |
| A.A., Utica Junior College | |
| James E. Jordon | Social Science |
| B.S., Mississippi Valley State University; M.Ed., Southern University; Ed.S., Jackson State University | |
| Maudie Jordan | Counselor |
| B.S., M.S., Ed.S., Jackson State University | |
| Rajeev Khatkhate | Chemistry/Physics Instructor |
| B.S., University of Bombay; M.S., Tulane University | |
| Daisy LaCour | Upward Bound |
| B.S., Spelman College; M.S.Ed., Jackson State University | |
| Shirley McDonald | Related Studies |
| B.S., M.S., Jackson State University | |
| George McQuitter | Media Technology |
| B.S., M.S., Jackson State University | |
| Randy Minton | Art |
| B.A., Delta State University; M.A., Mississippi College | |
| Ralph Moore | Head Basketball Coach/Physical Education Instructor |
| B.S., Delta State University; M.A., Mississippi College | |
| Esthee Owens | Library |
| A.A., Hinds Community College; B.S., Jackson State University; M.L.S., Mississippi College | |
| Lester Owens | Drafting and Design |
| B.S., Alcorn State University; M.Ed., University of Georgia | |
| James L. Pates | Carpentry |
| A.A.S., Coahoma Junior College; B.S., Mississippi Valley State University; University of Southern Mississippi; Alcorn State University | |
| Rachel Perkins | Child Development Technology |
| B.S., Alcorn A&M; M.S.H.E., Mississippi College | |
| John F. Powers | Education |
| A.A.S., St. Mary's College; B.A., Crescia College; M.A., Catholic University of America; M.A., Western Kentucky; Ph.D., Southern Illinois University | |
| Verlene Redfield | Clothing and Textiles |
| B.S., Alcorn State University; University of Southern Mississippi; Jackson State University | |
| Bernard Robinson | Building Trades |
| A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Jackson State University; | |
| Bobbie Mason Smith | Health and Physical Education |
| B.S., Jackson State University; M.S., University of Southern Mississippi; Jackson State University | |

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|---|---------------------------------|
| Juanita Smith | Food Service and Administration |
| B.S., Alcorn State University; M.A., Tennessee A & I University; Tuskegee Institute; University of Southern Mississippi | |
| Jacqueline C. Sullivan | Barbering |
| A.A., Utica Junior College; B.S., Jackson State University | |
| Floyd Tate | Social Science |
| B.S., Alcorn State University; M.A.T., Ed.S., Jackson State University; Lawrence University | |
| Anita Terrell | JTPA Job Developer |
| A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Jackson State University | |
| Ida Thomas | Cosmetology |
| A.A., Utica Junior College; Cosmetology License, Davis Beauty School; Jackson State University; Mississippi State University | |
| James Waddell..... | Writing Skills |
| A.A., Meridian Junior College; B.A., University of Southern Mississippi; M.S., Mississippi State University | |
| Shelia White..... | Biology |
| B.S., M.S., Alcorn State University | |
| Georgia Wiggins | Reading |
| A.A., Utica Junior College; B.S., Alcorn State University; M.S., Ed.S., Jackson State University | |
| Yolanda Williams | Data Processing |
| B.S., Rust College; M.S., Mississippi State University | |
| Carlton Deforest Wilson | Mathematics |
| B.S., Tougaloo College; M.S., University of Mississippi | |

VICKSBURG-WARREN COUNTY BRANCH

| | |
|--|------------------------------------|
| Roy Bailey | Food Service |
| B.S., Louisiana State University; M.Ed., University of Mississippi | |
| Marion E. Banks | Allied Health |
| A.A. Nursing, Alcorn State University; Mississippi State University | |
| Sandra Berry | Mathematics |
| B.S., Mississippi State University; M.Ed., Ed. Spec., Mississippi College | |
| Nancy Butler | Practical Nursing |
| A.A., Hinds Community College; B.S., Alcorn State University | |
| Katherine E. Caldwell | Counselor |
| B.S., Delta State University; M.Ed., Jackson State University | |
| Cynthia Z. Carr | Distribution and Marketing |
| B.S., University of Southern Mississippi | |
| David L. Chaney | Agri-Business |
| A.A., East Central Junior College; B.S., Mississippi State University | |
| Rebecca Chennault | Cooperative Education |
| B.S., University of Southern Mississippi; M.Ed., Mississippi College | |
| Donna Collins | Distribution and Marketing |
| A.A., Itawamba Junior College; B.S., Mississippi State University | |
| Eugene Durman | Industrial Maintenance |
| B.S., Alcorn State University | |
| Donia Evans | Child Care |
| B.S., M.S., University of Southern Mississippi | |
| Jane Flowers | Coordinator of Work-Based Learning |
| B.S., M.Ed., Mississippi State University | |
| Martha Harpole | Business and Office Technology |
| B.S., Mississippi State College for Women; M.Ed., Mississippi State University | |

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| Wilbur Harpole, Jr..... | Vocational Counselor |
| B.S., M.Ed., University of Mississippi | |
| Laura Inman | Chemistry/Biology |
| B.S., M.C.S., Mississippi College | |
| Johnnie Johnson | Practical Nursing |
| B.S.N., Dillard University; M.N., University of Mississippi | |
| Julius Johnson | Carpentry |
| B.S., Mississippi Valley State University; Mississippi State University | |
| Rosie Johnson | Business and Office Technology |
| B.S., M.Ed., Jackson State University | |
| Joe Johnston | Welding |
| A.A., Hinds Community College; Mississippi State University | |
| Glenda LaGarde | English |
| B.S., Loyola University; M.A., Boston College | |
| Thomas Lindsey Lee, Jr..... | Cooperative Education |
| B.S., University of Southern Mississippi; Mississippi State University | |
| Robert Logue | Electricity |
| A.A., University of Nebraska; U.S. Air Force; University of Maryland; Hinds Community College; Mississippi State University | |
| Clarence E. Lomax..... | Diversified Technology |
| B.S., Alcorn State University | |
| Thomas Maples..... | Machine Shop |
| A.A., Hinds Community College | |
| Burkett Hill Martin, Jr | Vocational Counseling |
| B.S., M.Ed., Mississippi State University; Mississippi State University | |
| Kathryn Mauch | Practical Nursing |
| B.S.N., Lynchburg College | |
| Joyce Ann McAnear | Remedial Related Studies |
| B.S., Hardin-Simmons University; University of Southern Mississippi; M.Ed., Alcorn State University | |
| Leslie McCoy..... | Business and Office Technology |
| B.S., Bus.Ed., M.S., Mississippi State University | |
| Joy H. Mihalyka | Remedial Related Studies |
| A.A., Stephens College; B.B.A., University of Mississippi; Mississippi State University; University of Mississippi | |
| Jack Ross | Diesel |
| A.A., Hinds Junior College; Mississippi State University | |
| Chester Merrill Schneider..... | Industrial Drafting |
| B.S., University of Southern Mississippi; Mississippi State University | |
| Sarah Shoemaker | Psychology |
| B.S., M.Ed., University of Southern Mississippi | |
| Charles Spears..... | Masonry |
| A.A.S., Hinds Community College; Mississippi State University; Mississippi College | |
| Margaret Stauble | Library |
| B.A., Florida State University; M.L.S., University of Southern Mississippi | |
| Patricia Theriot | Business and Office Technology |
| B.S., M.S., Northwestern State University; Ph.D., Mississippi State University | |
| Robert Thornell..... | Auto Mechanics |
| B.S., University of Southern Mississippi; Mississippi State University | |
| Andrew M. White | Agri-Business |
| B.S., M.A., Mississippi State University | |



II

Admissions, Expenses, and Regulations

STUDENT GUARANTEE POLICY

Hinds Community College will guarantee to its academic graduates and other students who have met the requirements (up to a 64 credit hour transfer plan) the transferability of course credits to those Mississippi colleges or universities that cooperate in the development of community college selection guidelines. If such courses are rejected by the college or university, the student may take tuition-free alternate courses at Hinds Community College which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university and the community college as transferable and acceptable under previous agreements by both the community college and four-year college or university.
2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in previous agreements between community colleges and four-year colleges and universities.
3. The guarantee applies to courses included in the written transfer plan - which includes the institution to which the student will transfer, the baccalaureate major and the degree sought, and the date such decision was made - which must be filed with the appropriate official of the community college.

If a technical or vocational graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the community college district under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned a degree or certificate for a course listed in the current community college catalog.
2. The graduate must have completed his course work within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the vice president or dean of instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the community college as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Student's sole remedy against the district and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
12. The program can be initiated through a written contract with the office of the college president.



ADMISSION PROCEDURES

NOTE: Certain programs have additional requirements for admission. See specific outlines of programs of study and vocational course descriptions. Special requirements for admission to certain health related programs follow this section. Veterans should see "Veterans Affairs."

GENERAL ADMISSION INFORMATION

Hinds Community College does not discriminate in its admission of students on the basis of sex, race, color, national origin, or disability.

Hinds Community College subscribes to an "open door" policy in that all applicants having fulfilled admission requirements will be considered for acceptance to the college. Requirements for admission are not restrictive but vary with the curriculum. Therefore, admission to Hinds Community College does not necessarily mean admission to the curriculum desired by the student. Although applicants for admission must satisfy the general admission requirements, the college reserves the right to accept or reject an applicant to a particular educational program.

The District Office of Admission and Records is responsible for administering admission policies. All applicants are notified of their admission status as requested information is received in the District Office of Admissions and Records.

ADMISSION REQUIREMENTS

(Admission Application is inserted after page 128 of this catalog)

Academic and technical students who enroll in Hinds Community College are required to meet the following admission requirements:

1. Submit an application for enrollment to the Hinds Community College Office of Admissions and Records.
2. Beginning freshmen must submit an official high school transcript from a state or regionally accredited high school, showing date of graduation and principal's signature; or, submit an official high school transcript from an accredited high school showing nineteen (19) acceptable high school units with a composite score of eighteen (18) on the first writing of the ACT; or submit an official GED transcript with satisfactory scores.
3. Students under twenty-one (21) years of age must submit ACT scores. No specific score is required for general admission, however, certain programs do have specific score requirements. Residual ACT tests will be offered by the college to those students who wish to register at Hinds, but who have not taken the ACT. However, Residual ACT scores are not transferrable. Residual ACT tests taken at other institutions will not be accepted at Hinds. Contact the Counseling Office at the location you plan to attend for further information on taking the test. A placement test administered at Hinds in the areas of English, Mathematics, and Reading may be substituted for the ACT to satisfy general admission requirements.
Beginning freshmen, twenty-one (21) years or older who have not taken the ACT will be required to take a placement test before registering for English, Mathematics or Reading courses.
4. Transfer students from another college(s), must submit an official transcript from their previous accredited college(s). An official transcript is one mailed directly to the Office of Admissions from the former college bearing the school seal and **MUST NOT BE STAMPED "ISSUED TO STUDENT"**. Any prospective student demonstrating that he/she has successfully passed college level English and/or math or holds an Associate Degree or higher degree may be admitted to Hinds Community College without taking the ACT or the placement tests.
5. When high school and/or college records **NO LONGER EXIST** for a student, he/she may bring the **ORIGINAL** high school or college diploma to the District Registrar at the District Admissions Office on the Raymond Campus to determine if such may be accepted in lieu of a transcript.
6. Vocational students must meet all admission requirements listed below to be admitted to a Vocational Program.
 - A. High school diploma or GED graduate must file an official high school transcript from an accredited high school or must submit an official GED transcript with satisfactory scores and must interview with an advisor in major field of study, and take the Test of Adult Basic Education (TABE).
 - B. Non-High school graduates must take the TABE and must interview with an advisor in major field of study. To be eligible to receive Financial Aid. See required TABE scores in Financial Aid Ability to Benefit section.
 - C. Students holding an Associate Degree or higher may be admitted without taking the ACT or TABE. Official transcript must be on file in the Admissions and Records Office prior to admission and the student must interview with an advisor in major field of study. (Practical Nursing students must take the TABE or ACT.)
 - D. **Important: See requirements to receive Federal Financial Aid in Financial Aid section entitled Ability to Benefit.**

All admission requirements must be completed within 30 calendar days after the first official day of class each semester or eight-week term. If this requirement is not met, the student will be removed from all classes for that semester or eight week term.

ADMISSION FOR NON-DEGREE SEEKING STUDENTS

In addition to the customary degree or certificate-seeking routes, persons may take courses at Hinds Community College for personal enrichment, as students sponsored by employers or governmental groups, or for other such purposes. These students are declared as “non-degree seeking”, are not subject to mandatory placement and are admitted under one of the following conditions:

1. **Non-Credit Course Admission.** Those seeking to enroll in non-credit courses only (CEA or AVE prefix) must file an application for admission so that a record can be established if such should be needed. No other admission requirements are necessary.
2. **Special Non-Degree Seeking Admission.** Special admission is available to students twenty-one (21) years of age or older who desire enrollment in credit courses. Such students must file an application for admission and must be eligible for readmission to their former college or university. Transcripts of high school and/or previous college work are required. No more than twelve (12) semester hours may be earned while under this admission basis, and transcripts will not be issued for such work until all regular admission requirements are met.

SENIOR CITIZEN ADMISSION

Hinds offers free tuition to students sixty-five years of age or older who wish to take classes. These students need only complete an application, pay the registration fee, and purchase a parking decal. Senior citizen students must clear admission requirements if classes are taken for credit. If classes are audited, senior citizen students are not required to meet admission requirements. (See “Auditing a Course” section of this catalog.)

ALL STUDENTS WHO REGISTER AT HINDS COMMUNITY COLLEGE MUST HAVE COURSE ADVISEMENT FROM A COUNSELOR/ADVISOR AND MUST PRESENT AN ADVISEMENT SHEET SIGNED BY THE COUNSELOR WHEN REGISTERING.

ADMISSION NOTE CONCERNING HOUSING

Before a student can be assigned a residence hall room, he/she must have met all admission requirements. See Housing for full requirements.

ADMISSION NOTE CONCERNING DEVELOPMENTAL COURSES

As an open-door college, Hinds Community College admits some students who are not prepared for typical college work. Such students are required to complete the remedial/developmental courses to correct background deficiencies before advancing to college level work and will require additional time to complete an associate degree.

SCHOLASTIC RESTART POLICY

“Scholastic Restart” is a way for a student to have previously earned grades removed from consideration when computing the quality point average (except for federally funded financial aid eligibility) or when assessing graduation status at Hinds Community College. Before the student decides to participate in this program, he/she should be aware of the following requirements:

1. A completed Declaration of Scholastic Restart Form must be submitted to the Director of Admissions.
2. A student may not have enrolled in college for a minimum of two academic years (academic year includes fall semester, spring semester and summer terms) preceding the petition for re-enrollment under Scholastic Restart.
3. Scholastic Restart may be declared only one time.
4. All hours attempted during the student’s entire enrollment in the college will be considered when determining federally funded financial aid eligibility. This includes grades of “W.”
5. Scholastic Restart is honored at Hinds Community College and may not be recognized by other colleges/universities or employers. Students should check with their chosen transfer college/university or employer to determine their academic status upon completion of their studies at Hinds.
6. A re-entering student requesting Scholastic Restart may be provisionally approved but must complete a minimum of 12 semester hours with a quality point average of 2.5 (on a 4.0 scale) before being officially accepted into the program.
7. No grades will be removed from a student’s official transcript; however, notation will be made on the transcript as to the date that the student began attending under the Scholastic Restart policy. No scholastic work completed before the noted date will be considered when computing quality point average (except for federally funded financial aid eligibility) or determining graduation status at Hinds Community College.
8. The Director of Admissions is responsible for providing the necessary interpretations on questions not expressly answered in this policy.

ENTRANCE TESTS

NOTE: ALL TESTS REQUIRE A PHOTOGRAPH IDENTIFICATION

AMERICAN COLLEGE TEST (ACT)

The ACT is typically available to high school students during their junior and senior years. Adults who have not taken this test may contact the Counseling Office at any HCC location to secure an ACT registration packet. National ACT tests are given five times each year.

TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is administered by the college at most locations. Students should contact the location they plan to attend to find out their location's testing schedule. The cost is \$5.00. A person may retake the TABE once in order to achieve a higher score. A second retake is permitted only after the person furnishes official proof (grade report, transcript, etc.) of having satisfactorily completed a remedial program or course(s) related to his or her basic education deficiencies. A third retake of the TABE is permitted only after a period of one (1) year has elapsed since the second retake. Proof of identification (driver's license, work I.D. card) must be furnished each time the test is taken.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

Hinds Community College is authorized to give the General Education Development (GED) Test. An individual who has been a resident of Mississippi for 30 days or more, is 17 years old and has not been enrolled in a secondary school for at least six (6) months is eligible to take the GED Test. For further information contact the Hinds Community College Counseling Department on the Raymond Campus, or the Testing and Career Development Center on the Utica Campus. Successful completion of this test results in a certificate of high school equivalency being issued by the Mississippi Department of Education.

MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is mandatory for all students whose declared program of study is academic or technical and who began their college studies after the spring session of 1990.

All such students are required to enroll initially in any prescribed developmental courses and must continue to enroll each semester in all consecutive prescribed developmental courses. A student's developmental mathematics prescription is fulfilled when he/she reaches the first math course required in his/her declared program of study. A student's developmental English prescription is fulfilled with the successful completion of ENG 1203, and a student's reading prescription is fulfilled with the successful completion of REA 1303.

All such students must satisfactorily complete the exit requirements of each prescribed course in a sequence of developmental courses prior to enrollment in the first college level course in that subject.

All prescribed developmental courses must be satisfactorily completed to receive an associate degree. To complete developmental courses satisfactorily, students must fulfill all exit criteria with a course grade of C or better. In unusual circumstances, a student may score sufficiently high on the exit criteria to by-pass the succeeding developmental course. In such cases, the student's placement level will be altered in the college database to reflect the higher level; however, he/she will receive credit only for the developmental course in which he/she originally enrolled for that term.

Upon his/her first registration at Hinds an academic or technical degree-seeking student under the age of 21 must have complete ACT scores on file, or he/she must, at the time of registration, take placement tests appropriate to the courses for which the student enrolls that term. ACT scores or placement test results are used to determine if a student must enroll in courses in one or more developmental areas, and if so, at what point he/she must begin. However, students who have successfully passed college level English and/or math, or hold an Associate Degree or higher degree are not subject to mandatory placement.

At the beginning of each term, challenge tests are available to students who are dissatisfied with their initial placement in English, mathematics, or reading.

With regard to initial placement by ACT, the following scores for both the old ACT and the enhanced ACT will be used:

ENGLISH

| Level Courses | Old ACT | New ACT |
|---------------|---------|---------|
| 1 ENG 1103 | 1-6 | 1-11 |
| 2 ENG 1203 | 7-11 | 12-13 |
| 3 ENG 1113 | 12-35 | 14-36 |
| 4 ENG 1213 | *22-35 | *25-36 |

*or recommendation of instructor

MATH

| Level Courses | Old ACT | New ACT |
|----------------------------|----------------|----------------|
| 1 MAT 1103 | 1-8 | 1-14 |
| 2 MAT 1203, BOT 1313 | 9-14 | 15-16 |
| 3 MAT 1233, RST 1623 | 15-19 | 17-19 |
| 4 MAT 1313, 1323, RST 1633 | 20-36 | 20-36 |

READING

| Level Courses | Old ACT | New ACT |
|----------------------|----------------|----------------|
| 1 REA 1103 | 1-6 | 1-9 |
| 2 REA 1203 | 7-10 | 10-12 |
| 3 REA 1303 | 11-13 | 13-14 |
| 4 EDU 1413 | 14-18 | 15-36 |
| 5 REA 1233 | 19-35 | 15-36 |

With regard to advising and scheduling for students placed in developmental courses, an Advising Matrix will be used as a guide for selecting appropriate college-level courses, while avoiding those courses which would place the student at risk of failure based on his/her developmental prescription.

DEVELOPMENTAL STUDIES**Developmental Courses - Math, English, and Reading, and Speech**

Developmental instruction is offered through the following courses: MAT 1103, MAT 1203; MAT 1233; REA 1103, REA 1203, REA 1303; ENG 1103, ENG 1203; and SPT 1103. Based on ACT scores or placement tests, students are prescribed these courses to prepare them for success in traditional college courses. For more information on testing, please refer to the Mandatory Testing and Placement Procedure section in this catalog. Additional help is available to all students in the math and communication areas through help laboratories.

Vocational Related Studies

The Related Studies Laboratory is available to aid students who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen vocational or technical program. This laboratory is also available to help non-high school graduates who are enrolled in vocational programs to obtain their GED. Attendance is required for some students based upon their TABE scores.

**DRUG AND ALCOHOL ABUSE POLICY
NURSING/ALLIED HEALTH PROGRAMS**

It is the goal of Hinds Community College to maintain an environment that is free from the effects of intoxicants or other behavior-affecting substances. It is our belief that a drug free environment is to the benefit of both the students and employees of Hinds Community College as well as the surrounding community.

Preadmission drug screening will be required as a part of the physical exam for all students admitted to Nursing/Allied Health Programs. A student needs to notify the Chairperson of the Department when using prescription drugs which affect behavior.

Any person in the role of a student at Hinds Community College who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind altering substances will be required to have a drug and/or alcohol screening performed immediately. Lab results must be submitted to Hinds Community College, Nursing/Allied Health Center. If the test is positive, the student will be asked to withdraw from the program and seek rehabilitation. The student will be considered for readmission following counseling and appropriate treatment. The student may appeal this action by following the District appeals process.

Detailed instructions and forms for complying with this policy are distributed by Nursing/Allied Health Center as part of the admissions process.

SPECIAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

In addition to the General Admission Requirements of the College, each Allied Health program has specific additional program admission requirements as follows:

1. Applicant must submit an application to Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, Mississippi 39204, and the District Office of Admissions and Records, Raymond, Mississippi 39154.

continued on page 43

MANDATORY ADVISING MATRIX

Students who are prescribed the course shown in the heading of a column must not schedule any of the courses listed in that column. If a listed course is a pre-requisite or a co-requisite to the other courses which are not listed, the unlisted courses must not be scheduled.

| ENGLISH 1103 | MATH 1103 | READING 1103 |
|--|--|--|
| BAD 2413 BIO 1313, 2413, 2513, 2923 CHE 1313, 1213 CSC 1113, 1213 DDT 1115, 1123, 1133 ECO 2113 EET 1116, 1214 ENG (Avoid all above 1103) EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MFL 1213 PSC 1113, 1123 PSY 1513 SOC 2113 SPT 1113 | ACC 1213 AGR 2314 BAD 2323 BIO 2513 BOT 1313 CHE 1213, 1313 CPT 1224 CSC 1113, 1213, 1313 DDT 1115, 1133 ECO 2113, 2123 EPY 2513, 2523, 2533 GRA 1143 HEC 1253 LET 1113 MAT (Take 1103 only) MMT 1413 MUS 1123, 2513 PHY 2313, 2414 PSY 1513, 2553 | ACC 1213 BAD 2413 BIO 1313, 2413, 2423, 2513, 2923 CHE 1213, 1313 CRJ 1383 CSC 1113, 1213 DDT 1115, 1133 ECO 2113 ENG 2223, 2233, 2323, 2333, 2423, 2433 EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MUS 1213 PHI 2113 PSC 1113, 1123 PSY 1513 REA (Take 1103 only) SOC 2113 SPT 1113 |
| ENGLISH 1203 | MATH 1203 | READING 1203 |
| BIO 1313, 2923 CHE 1213 CSC 1213 DDT 1115, 1123, 1133 EET 1214 ENG (Avoid all above 1203) LET 1113 MFL 1213 | AGR 2314 BAD 2323 BIO 2523 CHE 1213, 1313 CPT 1224 CSC 1213, 1313 ECO 2123 EPY 2523, 2533 GRA 1143 LET 1113 MAT (Take 1203 only) MUS 1123, 2513 PHY 2313, 2414 PSY 2553 | ACC 1213 BAD 2413 BIO 1313, 2413, 2523, 2923 CHE 1213, 1313 CRJ 1383 CSC 1113, 1213 DDT 1115, 1133 ENG 2223, 2233, 2323, 2333, 2423, 2433 EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MUS 1213 PHI 2113 PSC 1123 REA (Take 1203 only) SOC 2133, 2153 |
| | MATH 1233 | READING 1303 |
| | CHE 1213 CPT 1224 MAT (Avoid all except 1233 and 1443) PHY 2313, 2414 | BIO 2423, 2923 CHE 1213 CSC 1213 DDT 1115 LET 1113 REA (Take 1303 only) |

2. Applicant must be a high school graduate as confirmed by a high school transcript or GED equivalency form.
3. Applicant must have attained the age of eighteen (18) years upon completion of the program.
4. Applicant must have submitted to the Nursing/Allied Health Center the following minimum test score(s):
 - A. Technical Allied Health Programs -
Minimum ACT composite score of 17 (14 if taken prior to October 1989)
All intermediate or developmental courses required, as indicated by ACT scores or other test scores, must be successfully completed prior to entrance into technical programs. For additional information on mandatory placement, refer to the mandatory placement section of this catalog. Health Information Technology (Medical Record Technology) also requires 1 unit of high school biology, 1/2 unit of high school typewriting or 35 wpm typing speed, and a preadmission interview with the Department Chairperson. (Dental Assisting will accept a 17 natural science score in lieu of a 17 ACT composite.) (14 if taken prior to October 1989)
 - B. Vocational Allied Health Programs -
TABE math and reading subscores of 12 or ACT composite score of 16 (12 if taken prior to October 1989).
5. NOTES:
 - 1) Some programs may require additional specialized testing.
 - 2) Based upon documented satisfactory past performance in selected college-level studies or on related standardized testing, the above minimum test score requirements may be waived as determined jointly by the particular Department Chairperson, Counselor and Dean for Nursing/Allied Health. If a waiver is desired, the applicant must submit the request in writing to the Department Chairperson.
6. Completed application and other general and special admission requirements and credentials should be met and on file as early as possible due to limited enrollment.
NOTES:
 - 1) Enrollment priority will be given to those applicants with the earliest date in which complete application and credentials are on file at the Nursing/Allied Health Center. It is the responsibility of each applicant to insure that his or her application is complete and all credentials are on file.
 - 2) Submitting information to other Hinds Community College locations will delay the processing of the applicant's file.
 - 3) Within four (4) weeks after enrollment in the program, the applicant must submit a College Approved Health Form, completed and signed by a physician, confirming that he/she is of good health and possesses the required physical abilities to function satisfactorily within that particular educational program and occupation.
 - 4) In order to progress in an Allied Health program, a grade of C or better is required in all Allied Health courses. Selected programs may require a C in all courses in the program plan of study.

SPECIAL ADMISSION REQUIREMENTS FOR THE ASSOCIATE DEGREE NURSING PROGRAM

In addition to the General Admission Requirements of the college, the AD Nursing Program has specific additional program admission requirements as described below. All information must be submitted to the Nursing/Allied Health Center. Submitting information to other Hinds Community College locations will delay the processing of the applicant's file.

REGULAR PROGRAM:

1. **Criteria for Selection** - Submit to the Office of Admissions, Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, MS 39204
 - A. Application to Hinds Community College
 - B. Application for Selection to the AD Nursing Program
 - C. Validation of High School graduation by means of an official high school transcript or GED equivalency diploma. (For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation.)
 - D. American College Test (ACT) composite score of 18 or above. (For those taking the ACT prior to October 1989, a composite score of 15 or above is required.) To waive an ACT score below 18, 33 semester hours of general education support courses required in the AD Nursing program must be completed with an overall QPA of 2.5 or above. See Program of Study in the College Catalog for required courses. (Only grades from the first two attempts of required courses will be used in computing the QPA.)
 - E. NLN Pre-Admission Examination (PAE) percentile score of 30 or above

- F. Locally developed Hinds Community College AD Nursing Pre-Admission Mathematics Test score of 90% or above. This test is given the second (2nd) Wednesday of each month at 3 p.m. at the Nursing/Allied Health Center. Applicants will be allowed two opportunities to pass the mathematics test. If applicant has not achieved 90% after two (2) attempts, they must take MAT 1103 before retaking the test. A limit of only two (2) retakes after completing MAT 1103 is allowed.

Selection to the Associate Degree Regular Program is made two times a year with classes beginning in the months of August and January. **Qualified applicants will be selected for admission based on available space and on the earliest validated completed file according to required criteria as stated above.** Qualified applicants who are selected and unable to attend will be given priority for the next admission only, provided a written request to defer admission is received by the Division of Associate Degree Nursing. This priority will not extend longer than the next admission period.

2. Prerequisites to the First Clinical Course

- A. Must have completed Anatomy and Physiology I and II with labs and College Algebra with a grade of C or above.
- B. Science courses taken prior to admission must have been completed within five years of entering the first nursing class.
- C. A physical examination documented on the Nursing/Allied Health Center health form completed within three months prior to the first nursing course. Required immunizations must be current.
- D. Validation of current C.P.R. certification at the Course C or Basic Life Support professional level must be provided prior to the first nursing class.
- E. Liability insurance fees must be paid prior to the first nursing class.

LPN ADVANCED PLACEMENT:

1. **Criteria for Selection** - Submit to the Office of Admissions, Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, MS 39204
 - A. All requirements listed in the criteria for selection to the Regular Program, steps 1, A-F with the following exception: No waiver of ACT scores is accepted.
 - B. Validation of current unencumbered Practical Nurse Licensure.
 - C. Documentation on AD Nursing form of at least one year of full-time employment as an LPN in an adult medical/surgical hospital setting or long term care facility.
 - D. Written recommendation from immediate supervisor.
2. **Prerequisites to the First Clinical Course**
 - A. Complete all requirements listed as prerequisites to the First Clinical Course in the Regular Program in steps 2, A-E.
 - B. Complete the following courses with at least a C average: English I & II (6 semester hrs); General Psychology I (3 semester hrs); Human Growth & Development (3 semester hrs); Introduction to Sociology (3 semester hrs).

Selection to the advanced placement track is made once a year, with the class to begin in the summer. All admission criteria and prerequisite courses must be completed by December 31. **Qualified applicants will be given priority for admission based on available space and the earliest validated completed file according to the required criteria as stated above.**

TRANSFER ADMISSION

1. **Criteria for Selection** - Submit to the Office of Admissions, Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, MS 39204
 - A. All requirements listed in the criteria for selection to the Regular Program steps 1, A-D.
 - B. Written recommendations from previous school of nursing.

Credit for transfer courses will be evaluated on an individual basis by the Director of the Division of AD Nursing. A maximum of nine semester hours of transfer credit in nursing courses is accepted. Nursing course work presented for transfer credit must have been completed with a grade of C or better and completed within one year of entering the program. Nursing course work completed between 1-2 years must be validated through challenge procedures. No credit will be given for nursing course work over two years old.

2. Prerequisites to the First Clinical Course

- A. Complete all requirements for prerequisites to the First Clinical Course for Regular Program as listed in steps 2, A-E.
- B. Completion of the following courses with at least a C average: English I (3 semester hrs); and General Psychology I (3 semester hrs)
- C. Participate in scheduled organization and skills assessment sessions.

3. **Non-nursing courses** will be accepted for credit as follows: 1) a minimum grade of C in biological sciences, each must have been completed within 5 years of entry into the AD program. 2) overall QPA of at least 2.0.

READMISSION:

Nursing course work successfully completed within one year of program re-entry may be accepted for readmission credit with no testing. Nursing course work completed 1-2 years prior to program re-entry may be accepted for a maximum of nine hours credit (NUR 1119) if knowledge base is validated through successful mastery of challenge procedures. No credit is allowed for nursing course work over two years old. Applicants will be considered for readmission based on compliance with the following criteria:

1. Request in writing for readmission.
2. Meet all of the requirements listed under Regular Program.
3. Meet all of the requirements listed under Hinds Community College, Nursing/Allied Health Center Programs, Procedure for Readmission of Students.
4. Be interviewed by the Readmission Committee when requested.
5. Readmission may be denied, based on objective data in student's file regarding the individual applicant.

POLICY CHANGE

The college reserves the right to change policies as necessary, and written notification to the students and applicants approved for admission is sufficient to effect policy change.

ADMISSION OF RETURNING, TRANSFER, AND TRANSIENT STUDENTS**RETURNING STUDENTS**

Former Hinds Community College students not in attendance during the semester (not including summer term) prior to the one to which they seek admission or those students who withdrew during the preceding semester must file an application for admission in the District Office of Admissions and Records.

TRANSFER STUDENTS

To be eligible for admission to Hinds Community College, a transfer student must fulfill the following:

1. File an application for admission in the District Office of Admissions and Records.
2. File an official transcript from the previous state or regionally accredited college. An official transcript is one mailed directly to the Office of Admissions from the former high school or college bearing the school seal and **MUST NOT BE STAMPED "ISSUED TO STUDENT"**.
3. Be eligible for immediate readmission to the college last attended.
4. Submit copy of ACT scores if under 21 years of age. Residual ACT test scores taken at another institution will not be accepted at Hinds Community College.
5. Provide proof of immunization for measles and rubella if born on or after January 1, 1957.

When high school and/or college records **NO LONGER EXIST** on a student, he/she may bring the **ORIGINAL** high school or college diploma to the District Registrar at the District Admissions Office on the Raymond Campus to determine if such can be accepted in lieu of a transcript.

Transfer students will enter Hinds Community College under the same admissions basis as the college last attended.

Courses and credit will be accepted up to 48 semester hours at face value as they correspond to the curriculum of Hinds Community College, provided they are earned at a state and/or regionally accredited institution. A transfer student may receive an evaluation summary upon request to the District Office of Admission and Records after all transcripts from previous colleges have been received.

TRANSIENT STUDENTS

Transfer students who wish to attend a summer session at Hinds Community College and then re-enter the college last attended the next regular session may do so by:

1. Filing an application for admission in the District Office of Admissions and Records, and
2. Filing an official transcript from a state or regionally accredited college in the District Office of Admissions and Records.
3. Submitting ACT scores if under 21 years of age. Residual ACT test scores taken at another institution will not be accepted at Hinds.
4. Providing proof of immunization for measles and rubella if born on or after January 1, 1957, and enrolled at Hinds on a full-time basis.

Students should also secure permission from the dean of the school to which they will return to ensure that the earned credit from Hinds Community College will be accepted.

ADMISSION OF FOREIGN STUDENTS

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school).

Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the Hinds Community College placement tests or ACT, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). TOEFL scores must be no more than two (2) years old and must be verified. Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540. A personal interview with the Foreign Student Advisor and satisfactory scores on HCC placement tests may be substituted for TOEFL scores.

The following materials must be in the District Office of Admissions and Records **AT LEAST 60 DAYS** before the beginning of the semester in which admission is desired:

1. An application form.
2. Certified, translated copies of all high school and/or college transcripts, mark sheets, and diplomas.

The following materials must be in the District Office of Counselor for Foreign Students **AT LEAST 60 DAYS** before the beginning of the semester in which admission is desired:

1. ACT, SAT, or scores on college placement tests
2. Affidavit of support
3. TOEFL scores or personal interview.

ADVANCE REGISTRATION

Advance registration will be held at all locations of Hinds Community College. (See registration schedule for dates and times at each location.) Students will be registered on a first come-first served basis. Before being allowed to register during advance registration, students must have an application on file in the District Office of Admissions and Records and must clear all admission requirements. Transfer students must have an official transcript from their former state or regionally accredited college on file in the District Office of Admissions and Records before they can register. Students should contact the Counseling Office of the location they plan to attend for course advising and scheduling. Students may pay fees at advance registration or they may be billed, but fees must be received in the Business Office by the date published in the fall, spring, or summer **Semester Schedule of Classes**.

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. A student must withdraw by the date published in the **Semester Schedule of Classes** to receive a refund.

Students who have advance registered, have **NOT** paid tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that they will not be attending classes.

This must be done immediately upon receiving the billing so that they can be removed from classes.

REGISTRATION NOTICE

1. Any class or section listed in **Semester Schedule of Classes** for which fewer than 10 students have registered is subject to cancellation without advance notice.
2. While every effort will be made to avoid them, instructor and/or room changes may be made without advance notice.

RESIDENT REQUIREMENTS

Hinds Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws engaged by the Mississippi Legislature. The College's district includes the following supporting counties: Claiborne, Copiah, Hinds, Rankin, and Warren.

RESIDENCE OF A MINOR

The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with his or her legal guardian, duly appointed by a proper court of Mississippi, in which case the residence becomes that of the guardian.

RESIDENCE OF AN ADULT

The residence of an adult is that place where he is domiciled, that is the place where he actually, physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

MOVING OF PARENTS FROM DISTRICT OR STATE

If the parents of a minor who is enrolled as a student at a community/junior college move their legal residence from the district or State of Mississippi, the minor is immediately classified as a non-district or out-of-state student.

RESIDENCE REQUIRED

No student may be admitted to any community/junior college as a district student or resident of Mississippi unless his residence, as defined herein above, has been in the district or State of Mississippi preceding his admission.

RESIDENT STATUS OF A MARRIED STUDENT

A married student may claim the residence status of the spouse, or may claim independent residence status under the same regulations set forth above as any other adult.

CHILDREN OF PARENTS WHO ARE EMPLOYED BY THE COLLEGE

Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any community/junior college may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members.

MILITARY PERSONNEL ASSIGNED TO ACTIVE DUTY STATIONED IN DISTRICT OR STATE

Members of armed forces on extended active duty stationed within the district or State of Mississippi may be classified as residents for the purpose of attendance of state supported institutions of higher learning and community/junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "legal residence of an adult," shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

CHILDREN OF MILITARY PERSONNEL

Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending state supported community/junior colleges of the State of Mississippi during the time that their military parents are stationed within the district or State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignments within the district or State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in the continental United States outside the district or State of Mississippi, excepting temporary training assignments en route from Mississippi.

CERTIFICATION OF RESIDENCE OF MILITARY PERSONNEL

A military person on active duty stationed at Hinds Community College or in Mississippi who wishes to avail him/herself or his/her dependents of these provisions must submit a certificate from his or her military organization of assignment and its address (may be in the letterhead) that the military member will be on active duty stationed in the district or in Mississippi on the date of registration at the state supported community/junior college of the State of Mississippi; that the military member is not on transfer orders; and the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit or assignment with signer's rank and title. A military certificate must be presented to the Registrar of the state supported community/junior college of the State of Mississippi each semester at or within ten days prior to registration each semester for the provisions hereof to be effective.

REGISTER UNDER PROPER RESIDENCE STATUS

The responsibility for registering under proper residence status is placed upon the student. In addition to any administrative action which may be taken by governing authorities of the state-supported institutions of higher learning or community/junior colleges concerned, any student who willfully presents false evidence as to his/her residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars (\$100.00).

ADVISEMENT FOR COURSE SELECTION

Academic counselors and vocational-technical counselors assist students in course selection and educational planning. Students choosing academic majors should seek course advisement through Academic Counseling while vocational and technical majors should be advised through the Vocational-Technical Counseling. If a student wishes, he or she may choose to be advised by a faculty member. However, all students **MUST** complete an advisement ticket with either a counselor or a faculty advisor prior to each registration period. Students who take advantage of Advance Registration will have the best selection of course times. Advance Registration and advisement occur in April, May, July, August, November and December. Open registration takes place the few days prior to classes beginning each semester.

DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student seeking credit through Hinds Community College will indicate an intended major field of study on the initial application for admission and will make a formal declaration of his/her college major during the advising process.

SINGLE PARENT/DISPLACED HOMEMAKER PROGRAM

This program, offered at the Jackson Campus-Academic/Technical Center and Nursing/Allied Health Center, is designed to help single parents (female or male single parents who have legal custody of children) who are interested in enrolling for the first time or returning to college. The focus of the program is to assist you in acquiring skills necessary to become self-sufficient. Individual counseling, college and career information, workshops, and other opportunities allow you to gain the marketable skills and job experience needed to qualify for better employment opportunities.

WOMEN IN TRADES AND TECHNOLOGY PROGRAM

Women interested in non-traditional career fields can discover job opportunities through this program. Non-traditional occupation information includes technical areas in electronics, microcomputer service repair, culinary arts/chef, computer-aided design, paramedic, and vocational areas in carpentry, brick-laying, auto mechanics, welding, printing, and machine shop. These are just a few of the many areas from which you can choose.

CHANGE OF COLLEGE MAJOR

A student who wishes to change his/her college major after their formal declaration should come to one of the college counseling offices for an evaluation of previous completed course work and for course advisement for the new major. Students should recognize that changing majors could result in having completed courses that will not apply to the new major. Even though students may change their majors any number of times, they would be well advised to follow the procedure explained in the preceding sentences.

Veterans should be very careful in changing their majors because they are subject to counseling at the Veterans Administration Regional Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 HINDS COMMUNITY COLLEGE

Hinds Community College declares all of its students dependent and places the responsibility on the students to prove that they are not dependent. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools and colleges attended, campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans): name, date of birth, address, dates of attendance, major field of study, class rank, quality point average, and the type of degree(s) granted and the date conferred.

The purpose of this notification is to inform eligible students of Hinds Community College about the College's policy concerning the privacy rights of students under the stated Act. Specifically the notification (1) informs students of their rights under the Act, (2) defines Directory Information and the conditions for its release.

- I. Subject to limitations specified in the Act, eligible students are assured the following rights pertaining to their educational records:
 - A. The right to inspect and review the records, to request reasonable explanations and interpretations of them, and to obtain copies of them at their own expense, the actual charges not to exceed the cost to the College for reproducing them.
 - B. The right to seek correction of the records through a request to amend them or through a formal hearing.
 - C. The right to control the disclosure of personally identifiable information from the records.
- II. The following information about eligible students will be treated as Directory Information:
 - A. Name, identification number, home and local address, phone number, date and place of birth, and the name and address of parents.
 - B. Classification (Fr., Soph., etc.), major field of study, dates of attendance, full or part-time student, full or part-time employment, awards, degrees and honors and dates granted, rank in class, current class schedule, and previous schools attended.
 - C. Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight.

Directory Information is treated as general information and will be released upon request unless a written request that it not be released is received by the Admissions and Records Office, Raymond, MS 39154, within thirty (30) days from the beginning of any period of registration.

FINANCIAL INFORMATION

On the day of open registration, all fees are to be paid in full. Any student who registers for 12 semester hours or more and later drops below 12 semester hours, will have his/her fees recalculated on a part-time basis. The part-time cost, in most cases, will be higher than the full-time cost.

A \$30.00 returned check fee will be charged to any student who writes a check that is non-negotiable.

Prior to the time that a student receives a refund, any balance which is owed to the college will be deducted from this amount.

HINDS COMMUNITY COLLEGE

EXPENSES 1998-99

TUITION AND FEES:

- \$25 registration fee payable at time of registration
(non-refundable)
- 510 per semester for full-time enrollment,
12-19 hours (All hours over 19 will be assessed separately.)
- 55 per semester hour for part-time students
(less than 12 hours)
- 1,613 per semester for full-time out-of-state students
- 2,966 per semester for full-time out-of-country students
- 135 per semester hour for out-of-state students
- 250 per semester hour for out-of-country students
- 25 lab fee (total charge for any number of science labs within a semester)
- 2 transcript fee (each)
- 30 late registration fee (Students, who pre-register and
do not pay their fees by the due date, will be charged.)
- 11 fall parking decal
- 10 spring parking decal
- 9 summer parking decal
- 30 yearbook fee (optional)
- 5 per course transaction, drop and/or add
(No fee charged for schedule changes before the semester begins.)
- 40 graduation fee

Tuition and fees must be paid by the date printed on your class schedule.

HOUSING - Raymond and Utica Campuses:

(All residence halls are air-conditioned.)

- \$425-487 per semester for residence hall - fall and spring
- 120 per summer term for residence hall
- 50 one-time reservation security deposit which
must accompany housing application

MEALS - Raymond and Utica Campuses:

- \$595 per semester for 21 meals per week
- 500 per semester for 14 meals per week
- 180 per summer term for 15 meals per week
(Cafeteria is not open on weekends during summer.)
- 115 commuter meal ticket - 5 meals per week
or 30 meals total
(These meal tickets are not refundable and are not replaceable.)

TRANSPORTATION - Utica Campus:

- \$100 per semester for bus transportation
(payable with other fees)

PAYMENT:

MasterCard and Visa: Hinds will accept both credit cards for payment of student tuition and fees. For additional information, contact the Business Office at (601) 857-3205. **Check:** A personal check given for tuition, fees, or room and board will be accepted subject to acceptance by the bank where the account is located. No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. **Cashiers' checks, money orders, or travelers' checks** can be used for payment in lieu of cash.

Tuition and Fees:

Housing

Meals

Transportation

SUMMER TERM FEES (Effective Summer Term 1998)

| | |
|--------|---|
| \$ 255 | Vocational course cost per 8 week session |
| 55 | Academic and Technical cost (per semester hour) |
| 175 | 5 day - 3 meals - 1st 4 weeks |
| 105 | Room cost - 1st 4 weeks |
| 175 | 5 day - 3 meals - 2nd 4 weeks |
| 105 | Room cost - 2nd 4 weeks |
| 560 | TOTAL MEALS & ROOM COST - 8 week period |
| OR | |
| 280 | Each 4 week term |
| 9 | Auto decal for Summer |
| 135 | Out-of-State tuition per semester hour |
| 250 | Out-of-Country tuition per semester hour |
| 25 | Lab fee - Total charge for any number of science labs within a semester |

LATE REGISTRATION FEE

The following late fee payment schedule has been adopted:

- A. No late registration fee will be charged for students registering and/or paying fees before classes begin.
- B. A \$30 late registration fee will be assessed for students registering and/or paying fees on the first day of class and each day thereafter until registration closes.
- C. Students who preregister and do not pay their fees by the due date will be charged a late payment fee.
- D. A returned check is considered a non-payment and is subject to late fee assessment.

ADD/DROP FEES

A \$5.00 add/drop fee will be assessed for each transaction that is made. Any student presenting evidence that improper advisement was the reason for the add/drop will not be assessed a fee. Add/drop fees will be assessed on the first day of class. All fees for changes must be paid at the time of the add/drop transaction.

PAYMENT BY MASTERCARD AND VISA

Hinds Community College will accept both MasterCard and Visa for the payment of student tuition and fees.

PAYMENT BY CHECK

No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, travelers check, or similar negotiable instruments may be accepted in lieu of cash.

A personal check given in payment for fees, tuition, or room and board is received subject to acceptance by the bank the check is drawn on. If a personal check received by Hinds Community College in payment for fees, tuition, or room and board is returned by the bank as non-negotiable, the fees, tuition, or room and board become due and payable. Registration for the student issuing the non-negotiable check is incomplete. An incomplete registration will be subject to a fee of \$30 to complete or may become void for a lack of payment. This means that the student who issued the non-negotiable check in payment for fees, tuition, and room and board must pay the amount of the check plus the \$30 fee to remain in school. A student failing to pay the amount of the non-negotiable check plus the \$30 fee when notified by the Business Office of Hinds Community College may be removed from all classes and housing.

During office hours (8:00 AM to 4:00 PM Monday through Friday), the Business Office will cash checks not to exceed \$25.00 for residence hall students during the spring and fall semesters. Two-party checks or third-party checks will not be cashed.

STUDENT PAYMENT PLAN

DEFERRED PAYMENT OF FEES

Under the deferred payment plan, full-time students (no part-time) may pay one-half of the amount assessed for registration fees, room rent, and the meal plan, with the balance being paid in two equal installments. Students with college grants or scholarships may defer only one-half of the amount not covered by their grants or scholarships. One-half of the amount offered must be paid by September 30 and the balance by October 31 for the first semester and by February 28 and March 31 for the second semester. Failure to pay the amount deferred by the dates stipulated may result in college-initiated withdrawal of the student and/or loss of the fee deferral privilege for future registration periods. Students participating in the deferred payment plan must go to the Business Office and sign the necessary papers and pay the first half of all fees

due. A deferred payment charge of \$15.00 will be added to each student's account that has fees deferred. If the student does not meet the fee payments as specified in the Deferred Payment Agreement that he/she signed, an additional \$15.00 late fee will be added. Deferred payment of fees is NOT available during a summer term.

DELINQUENT ACCOUNTS

The college reserves the right to withhold readmission of a student until all delinquent accounts owed to the college have been paid. Transcripts of credits are not issued for students whose accounts are delinquent. Regular student account balances are collected by the Business Office, and if not paid when due, shall constitute a delinquent account.

REFUND POLICY

TUITION, FEES, AND REFUND POLICY: In order to be eligible for a refund, students must complete an official withdrawal form in the appropriate counseling office.

The full refund policy is printed in the **Semester Schedule of Classes**. The registration fee will not be refunded unless all of the student's classes are cancelled. Late registration fees, when assessed, will not be refunded. Course fees paid for a class which is cancelled by administrative action may be transferred for another class or refunded 100%.

| | |
|---------------------------------|--|
| Title IV Federal Refund Policy: | The College has a "Fair and Equitable" refund policy as it relates to Title IV Federal Student Aid. This policy is in full compliance with the Higher Education Amendments of 1992, using the Federal Financial Aid formula for Refunds/Repayments calculation and the college Refund policy. For Refund "Sample" Calculations, contact the college Office of Financial Aid. |
| Veterans: | The College will refund on a pro rata basis, the unused portion of tuition, fees, and other charges to a Veteran or eligible person in the event this person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. |
| Vocational Students: | Students who register for two or more sequential courses within the same semester and withdraw from school during the semester will receive a full refund for the courses not yet begun. If the student starts class, then withdraws, the regular policy will apply. |
| Other Fees: | Other fees paid during the registration process, such as registration fee, late registration fee where assessed, auto decal, yearbook, lab fee, etc., are not refundable. |
| Rooms: | 75% before sixth day 50% before eleventh day 0 after eleventh day |
| Meals: | A student withdrawing from a residence hall during the semester may be refunded all full weeks remaining in the meal ticket period if the meal ticket is surrendered to the Business Office. Commuter meal tickets are not refundable or replaceable. |

STUDENT ACCOUNTS WITH CREDIT BALANCES

After all charges to a student's account have been deducted, he or she will be refunded any credit balance by a check mailed to his or her home address. A student receiving funds from loans, Pell Grant, SEOG, or scholarship must first have room and board, tuition, school supplies, parking decals, and any other charges made to the account, deducted in order to receive a credit balance refund. Each student is responsible for making sure that the College has his or her correct mailing address.

COLLEGE REGULATIONS

ATTENDANCE-WITHDRAWAL POLICY

ATTENDANCE

Attendance in class is a key factor of success in college. The following procedure applies to regular academic, technical and vocational credit programs. It does not apply to non-credit or continuing education activities. Some programs in allied health, vocational fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

Attendance will be recorded beginning the first day of the course or the first day the student registers for the course. The student is responsible for all work in the course. Students must attend 80% of the meetings for each course in order to receive credit for a course. (See Notice of Absence Procedure below.)

TARDIES

Failure to report to class **at the beginning of the class period** equals a tardy. Three tardies equal one absence. Students who miss more than fifteen (15) minutes of a class will be marked absent. A student who leaves the classroom without the instructor's permission will be marked absent.

EXCUSED ABSENCES

HCC recognizes two types of excused absences: those for personal emergencies, and those for official school activities. The student is allowed to make up the work for excused absences.

Student absences may be excused by the instructor for personal emergencies such as illness, or death in the student's immediate family, or other valid unavoidable circumstances. It is the responsibility of the student to inform all instructors when absences are due to personal emergency. Instructors may require written documentation, such as verification of illness on a physician's letterhead.

Official absences are those resulting from student participation in important activities officially sponsored by the College. Students will be provided with an Official Absence Notice by the proper College official. It is the responsibility of the student to show the instructor the Verification of Official Absence form or letter. A student will be allowed to make up the class or laboratory work that was missed during an official absence.

UNEXCUSED ABSENCES

All absences not due to personal emergency or official school activities are unexcused. Students who are absent from a final exam without the approval of the instructor will receive a course grade of "F".

EXCESSIVE UNEXCUSED ABSENCES

NOTICE OF ABSENCES must be sent when the student has become excessively absent if the student has not provided official absences or notice of personal emergency to the instructor. Excessive unexcused absences are defined as follows:

1. Fall and spring semesters - day or evening class, after the number of times that the class meets in one week plus one, based on a full semester length course.
2. Four (4) week term - after two (2) days.
Eight (8) week term - after four (4) days.
3. Summer session - evening class, after the number of times that class meets in one week.
4. Vocational Block - three (3) days of absences.

NOTICE OF ABSENCE PROCEDURE

All instructors will take roll at each class meeting and will maintain a daily attendance record on each student. **Unexcused absences** will be recorded with an "a". **Excused absences** will be recorded by circling the "a". **Tardies** will be recorded by drawing a line through the "a". An **official absence** will be indicated by drawing an "x" through the "a" and will not be reported as an absence on a student's record or grade report. All instructors will make certain that each student has a written copy of the Attendance-Withdrawal Policy and will stress the student's responsibility for reading all requirements in the *College Catalog* and *Student Handbook*.

An early NOTICE OF ABSENCES concerning a student's absences may be sent to the student by the instructor when the student has missed class the following number of times:

1. Fall/Spring semesters - the number of times the class meets in one week.
2. Four (4) week term - one (1) class.
Eight (8) week term - three (3) classes.
3. Summer session evening - one (1) class.
4. Vocational Block - two (2) days absence.

The instructor sends two copies of the NOTICE OF ABSENCES to the Dean of Students/location Dean. The Dean's office will mail the copy of the NOTICE which informs the student to contact the instructor immediately to discuss the following alternatives:

1. Return or Withdrawal* from class with a "W" should have written documentation of a personal emergency provided.
2. Withdrawal* from class with a grade of "F".
3. Withdrawal* from all classes on any date if all fees are paid. (See Counseling Office)

* (Withdrawal from a class may only be done during the allowed period of time as defined in the *College Calendar*.)

Failure to contact the instructor within seven (7) working days will result in being dropped from the class with a grade of "F".

NOTICE OF ABSENCES may be mailed at any time during a term until ten (10) working days before the last day to withdraw (seven (7) during the summer terms). The Admissions Office will advise the Office of Financial Aid or Veterans Affairs of the assigned "F" and the last date of attendance on any student receiving Financial Aid or Veterans Benefits who has earned an "F" for excessive absences.

APPEALS

The student, after consulting with the instructor, may file an appeal with the appropriate Department Chairperson and Academic or Vocational Dean. The instructor, chairperson and dean will review the appeal and respond to the student. The final level of appeal may be made in writing through the Dean of Students/Location Dean for review by the Local Student Affairs Committee.

WITHDRAWING FROM A COURSE

Before considering withdrawing from a course, a student should be aware of the following information if it pertains to him/her:

1. Students on Financial Aid, Veterans Benefits, Scholarship, or GSL Loan should note that dropping a course(s) may lower benefits, stop benefits, or cause repayment to be due immediately.
2. Students must maintain full-time enrollment (12 hours or more during fall and spring) to live in a residence hall.
3. No student will be permitted to withdraw from a class until all financial obligations have been cleared with the Business Office.

When a student replaces one course with another course during Drop and Add, the original course will be purged from his/her record. When the College officials cancel a course, the course shall be purged from his/her record.

The student initiates withdrawal from a class in the Admissions Office. If all fees are paid the student will be given the form to take to the instructor to request a withdrawal. Students may withdraw from a class and receive a grade as specified below. The times a student may withdraw are indicated below.

1. Fall and spring day and evening classes

A student's record of performance begins with the second week of classes. A student cannot withdraw from the second week through mid-term week except by withdrawing from school. A student may withdraw from a class between the ninth week and up to five working days before the first day of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".

2. Summer session four week and eight week day classes

A student's record of performance begins with the third scheduled class. A student cannot withdraw from the third class through the eleventh class except by withdrawing from school. A student may withdraw from a class between the eleventh day and up to three working days before the start of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".

3. Summer session evening classes

A student's record of performance begins with the second scheduled class. A student cannot withdraw from the second class through the fourth week except by withdrawing from school. A student may withdraw from a class between the fifth week and up to three working days before the start of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".

WITHDRAWAL FROM COLLEGE

To withdraw from the College at any time prior to five (5) working days before the first day of final exams for day/evening classes during a regular semester (three (3) days during the summer), a student must contact a counselor who will initiate the withdrawal. The grade at the time of withdrawal from the College will be "W" in all classes in which the student has not been dropped for excessive absences. It is the responsibility of the student to complete and return the Withdrawal Form and his/her ID to the Counseling Office within three (3) working days.

Students who have advance registered, did NOT pay tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that he/she will not be attending classes. This must be done immediately upon the billing so that he/she can be removed from classes.

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. **Students must withdraw before the first day of classes to receive a 100% refund.** No student will be permitted to withdraw from the College until all financial obligations have been cleared with the Business Office.

COLLEGE CREDIT BY EXAMINATION

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. By successfully completing CLEP SUBJECT tests, students may receive credit for college-level knowledge which they already possess.

Hinds Community College tests monthly except for August and December. Contact Raymond Campus Academic Counseling Office for additional information at 857-3216.

Costs includes \$7 payable to Hinds Community College for administering cost and \$38 payable to CLEP. Students who have earned college-level credit in the subject or subjects in which they seek CLEP credit may earn credit within the following stipulations:

- (1) A maximum of 6 hours may be earned from each group listed below:

| | | | |
|----------|---------------------------|-----|------|
| Group -1 | English Composition | ENG | 1113 |
| | English Literature | ENG | 2323 |
| | American Literature | ENG | 2223 |
| Group -2 | Biology, General | BIO | 1133 |
| | Calculus, Integral | MAT | 1613 |
| | Chemistry, General | CHE | 1213 |
| | College Algebra | MAT | 1313 |
| | Geology | GLY | 1113 |
| | Trigonometry | MAT | 1323 |
| Group -3 | Accounting, Introduction | ACC | 1213 |
| | American Government | PSC | 1113 |
| | American History I | HIS | 2213 |
| | American History ii | HIS | 2223 |
| | Business Law | BAD | 2413 |
| | Principles of Economics I | ECO | 2113 |
| | Sociology, Introduction | SOC | 2113 |
| | Psychology, General | PSY | 1513 |

- (2) A maximum of 18 hours of CLEP subject examination credit will be accepted by Hinds Community College. Credit will not be given for the general examination.
- (3) The subject examination scores must be at or above a total score of 50.
- (4) A student must earn 12 hours at Hinds Community College before CLEP credit may be recorded on the student's transcript.
- (5) No grade points are granted for CLEP credit. Credits granted by CLEP scores are not used in computing grade point average.

CHALLENGE EXAMINATION FOR ACADEMIC COURSES (Challenge Exam Administered by HCC)

1. A student may register for the challenged course by obtaining approval of the appropriate dean and paying the regular tuition cost. No overload charge will be applied for registering for more than 19 total hours if the challenge exam is passed. The student must register on or before the last day of open registration and meet the appropriate placement level to register for the course to be challenged.
2. Credit granted by challenge exams will be used in computing the student's grade point average. The student will be assigned a grade of A, B, C, D, or F. The grade will be posted to the student's transcript after the grade is submitted to the District Registrar's office by the instructor who administered and graded the examination and has been signed by the appropriate dean. Following the student's completion of the challenge exam, the course can be used to meet graduation requirements.
3. The student must meet the first week of class meetings for the class that is being challenged. The challenge exam will be given prior to the first class meeting of the second week of class. However, skill-based courses may delay the administration of the challenge exam until later in the semester with the approval of the appropriate dean. The challenge exam must be approved by the department chair or program head, administered by a full-time faculty member, and approved by the appropriate dean.

NOTE: *Hinds Community College will use a maximum of thirty (30) semester hours of non-traditional credit to meet graduation requirements.*

ADVANCE PLACEMENT

Hinds Community College will award credit for scores of 3 or higher on the AP Examinations administered by the College Entrance Examination Board. This policy is subject to the following restrictions:

1. A student must earn academic credit from this institution before credit earned through AP Examination will be recorded on his permanent record. The minimum residency requirement will be 12 semester hours.
2. The total amount of credit awarded for all non-classroom experiences is limited to 30 semester hours.
3. AP credit will be for specific Hinds Community College courses; however, the student will not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average. AP credit will be counted only in hours earned.
4. AP credit will be awarded only in subject matter areas that are taught by Hinds Community College.

| AP EXAMINATION | SCORE | HOURS CREDIT | RELATED COURSE |
|---------------------|-----------|--------------|--|
| 1. Biology | 4 | 3 | BIO 2414 or BIO 1133 |
| | 5 | 6 | BIO 2414 or BIO 1133 |
| 2. Chemistry | 3 | 3 | CHE 1213 or CHE 1313 |
| | 4 or 5 | 6 | CHE 1213 and CHE 1223 |
| 3. Computer Science | 3 | 3 | CSC 1113 |
| | 4 or 5 | 6 | CSC 1113 and first 3 hours of a programming language in which student obtained proficiency |
| 4. English | 3 | 3 | ENG 1113 |
| | 4 or 5 | 6 | ENG 1113 and 1123 |
| 5. History | 3 | 3 | HIS 2213 |
| American | 4 or 5 | 6 | HIS 2213 and HIS 2223 |
| European | 3 | 3 | HIS 1113 |
| | 4 or 5 | 6 | HIS 1113 and HIS 1123 |
| 6. Mathematics | | | |
| AB Exam | 3, 4 or 5 | 3 | MAT 1613 |
| BC Exam | 3 | 3 | MAT 1613 |
| | 4 or 5 | 6 | MAT 1613 and MAT 1623 |
| 7. Music | 4 | 4 | MUS 1214 |
| | 5 | 8 | MUS 1214 and MUS 1224 |
| 8. Physics | 3 | 4 | PHY 2414 |
| | 4 | 3 | PHY 2313 |
| | | or 8 | PHY 2414 and PHY 2424 |
| | 5 | 6 | PHY 2313 and PHY 2323 |

VOCATIONAL-TECHNICAL ADVANCED PLACEMENT

Advanced placement is currently available in Business and Office programs, Child Development Technology, Drafting and Electronics programs. Students must meet the basic criteria as follows:

1. Applicant for credit meets all college admissions requirements and is a registered student in good standing in one of Hinds Community College's vocational/technical programs.
2. Applicant must have on file a completed Advanced Placement Application.
3. Applicant must complete 12 hours at Hinds Community College before advanced placement credit will be placed on permanent transcript.
4. A high school graduate may request placement within 24 months of the date of applicant's graduation from high school.

When all provisions have been met for approval of advanced placement credit, a letter grade of A, B, C, or D will be posted on the student's Hinds Community College transcript for each approved course. **There will be no charge for such credit.**

CERTIFIED PROFESSIONAL SECRETARY

Upon obtaining the Certified Professional Secretary rating and completing 12 hours of credit through Hinds Community College, credit may be awarded for all of the following courses that have not been previously completed or posted by transfer.

| | | | |
|-----|------|------------------------------------|-------|
| ACC | 1213 | Principles of Accounting I | 3 SH |
| ACC | 1223 | Principles of Accounting ii | 3 SH |
| BAD | 2413 | Business Law | 3 SH |
| ECO | 2113 | Principles of Economics | 3 SH |
| BOT | 1013 | Keyboarding I | 3 SH |
| BOT | 1113 | Document Formatting and Production | 3 SH |
| BOT | 2723 | Administrative Office Procedures | 3 SH |
| BOT | 2733 | Administrative Office Management | 3 SH |
| PSY | 1513 | General Psychology I | 3 SH |
| | | | <hr/> |
| | | | 27 SH |

PROFESSIONAL LEGAL SECRETARY CERTIFICATION

Upon obtaining Professional Legal Secretary (PLS) certification and after completing 12 semester hours of credit through Hinds Community College, credit may be allowed for all of the following courses that have not been previously completed for credit or posted by transfer.

| | | | |
|-----|------|------------------------------------|-------|
| BOT | 1013 | Keyboarding I | 3 SH |
| BOT | 1113 | Document Formatting and Production | 3 SH |
| BOT | 1613 | Shorthand I | 3 SH |
| BOT | 2623 | Shorthand ii | 3 SH |
| BOT | 1413 | Records Management | 3 SH |
| BOT | 1433 | Business Accounting | 3 SH |
| LET | 1113 | Legal Systems and Terminology | 3 SH |
| BOT | 2733 | Administrative Office Management | 3 SH |
| PSY | 1513 | General Psychology I | 3 SH |
| | | | <hr/> |
| | | | 27 SH |

DEGREES OFFERED**ASSOCIATE IN ARTS DEGREE**

Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Community College to senior colleges and universities.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Community College

CERTIFICATION OF COMPLETION

Awarded to students who satisfactorily complete requirements in the various vocational programs at Hinds Community College.

REQUIREMENTS FOR GRADUATION

Graduation exercises will be held in the fall and spring semesters. A student may meet the requirements for graduation by complying with any of the following.

1. Select a specialized field of study and follow the curriculum which is outlined for it in this catalog.
2. Follow the General Program requirements for the Associate in Arts Degree, which are given in the "Academic Programs of Study" section of this catalog.
3. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university (named at the beginning of the semester preceding graduation) to which the student will transfer.

Submit all college transfer credits, military credits, etc., to be considered towards a degree. (Last twelve hours must be earned at Hinds).

Application for graduation may be completed in the administrative office of any location or the Office of Admissions and Records on the Raymond Campus no later than the fourth week of a semester.

Transfer students must complete their last 12 semester hours in residence in order to receive a diploma from Hinds Community College. Courses and credit will be accepted up to 48 semester hours as they correspond to the curriculum of Hinds Community College, provided they are earned at a state or regionally accredited institution. To meet graduation requirements, a student must complete at least 25 percent of the semester hours required to receive the degree at Hinds Community College.

NOTE TO STUDENTS:

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required in order to graduate unless additional credit hours have been earned in excess of those specifically required for the degree. A student in this category may select the courses to be used to achieve the 2.0 minimum quality point average. (See the "GRADES" section of these regulations for point average.)

PHYSICAL EDUCATION REQUIREMENTS - JACKSON CAMPUS, RANKIN CAMPUS AND BRANCH OPERATIONS

Until such time as the Jackson Campus, Rankin Campus and Branch Operations offer physical education courses that will meet the specified graduation requirements for various programs, these specific requirements need not be met. This waiver will have no influence on the total number of hours required.

APPLICATION FOR GRADUATION

Any student wishing to apply for a diploma or certificate and for one of the degrees conferred by Hinds Community College must make formal application for a specific degree within the first four weeks of the semester and pay graduation fees at that time. Appropriate application forms are provided for this purpose in the District Office of Admissions and Records. No student will be graduated and a degree awarded until all degree requirements have been met.

A student may graduate under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Hinds Community College. Requirements, however, may not be divided between the two.

The graduation fee covers the cost of diploma, cap, gown, and standard junior college scholastic hood. This fee must be paid whether or not the student participates in the formal exercises.

NOTICE TO STUDENTS

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

GRADES

MID-SEMESTER AND SEMESTER OR FINAL GRADES

At mid-semester and at the end of the semester, the scholastic performance (grades) of students in each course is reported by the instructor. Mid-semester grades and semester grades are mailed to the students. The semester grade reports become a part of the student's permanent record. Mid-semester grades are used only to inform students of their progress in class. However, in cases where a course is completed in the first half of the semester, the mid-semester grade is a final grade and is recorded as such.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final exam and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed within six months or by the end of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent. Students who are absent from a final examination without the approval of the instructor will receive a course grade of "F".

EXEMPTION FROM FINAL EXAMINATION

Sophomores who are actually taking a diploma at the end of the current semester are exempt from the final examination in any subject in which they have achieved an average grade of "B" or better through the last day of class prior to examination.

GRADING SYSTEM

Courses are graded according to the following system:

- 1. Used in Quality Point Average Computation

| Grade | Interpretation | Quality Point Value Per Semester Hour |
|-------|----------------|---------------------------------------|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Poor | 1 |
| F | Failure | 0 |
| I | Incomplete | 0 |

2. Not used in Quality Point Average Computation

| | |
|----|---|
| AU | Audit |
| IP | In Progress |
| W | Withdrawal from Course |
| NC | No credit (when lab grades are included with lecture) |

Continuing Education Units (CEU) are awarded for some courses. These courses are generally graded according to the following system:

| Grade | Interpretation | Credit |
|-------|------------------------|--------------------------|
| P | Pass | 1 CEU per 10 clock hours |
| W | Withdrawal from course | |
| F | Failure | |

NOTE: A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour credit. Continuing Education Unit credit cannot be converted to semester hour credit and is not used to determine a student's quality point average.

WITHHOLDING OF GRADES

Normally, final grades for academic, technical and vocational students are mailed at the end of each semester. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audiovisual materials, incomplete admission records, or disciplinary actions.

"I" INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a student is unable to complete required course work by the end of the semester. It is the student's responsibility to notify the instructor and to arrange a method of completing course requirements within six months or by the end of the semester immediately following the semester in which the incomplete grade (I) was received, excluding summer sessions. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and a (F) failing grade have the same effect on a student's quality point average. A student may appeal a grade for just cause no later than mid-semester of the succeeding fall or spring semester after the grade was earned.

"IP" IN-PROGRESS GRADES

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete course requirements before the end of the semester. A student who is assigned an "IP" grade at the end of a semester must complete course work during the following semester (excluding summer school).

AUDITING A COURSE

A student who wishes to take a credit course for no credit must at the time of registration, register for the course as an audit, complete the audit form and pay the regular fee.

The audit student will receive no credit, no quality points, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

Auditing a course should not be confused with repeating a course to raise a grade.

CLASSIFICATION OF STUDENTS WHO RECEIVE CREDIT

Classification of students who receive credit at Hinds Community College is as follows:

| | |
|---------------------|---|
| Freshman - | a student who has earned fewer than 27 semester hours of college credit. |
| Sophomore - | a student who has earned 27 or more semester hours of college credit. |
| Full-time student - | a student who is enrolled in 12 or more semester hours in a given semester or a pro rata share thereof for less than semester length courses. |
| Part-time student - | a student who is enrolled in less than 12 semester hours in a given semester or a pro rata share thereof for less than semester length courses. |

QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted. For example:

| | | | | |
|--|------|----|--------------------------------------|----|
| ENG | 1113 | 3 | Sem. Hr. Credit Grade A (4 points) = | 12 |
| MAT | 1313 | 3 | Sem. Hr. Credit Grade B (3 points) = | 9 |
| HIS | 1113 | 3 | Sem. Hr. Credit Grade C (2 points) = | 6 |
| BIO | 2513 | 3 | Sem. Hr. Credit Grade B (3 points) = | 9 |
| BIO | 2511 | 1 | Sem. Hr. Credit Grade B (3 points) = | 3 |
| HPR | 1111 | 1 | Sem. Hr. Credit Grade B (3 points) = | 3 |
| Semester Hours Attempted = | | 14 | Total Quality Points = | 42 |
| Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average. | | | | |

HONOR GRADUATES

Students graduating from Hinds Community College with a quality point average of 4.0 are graduated with "Highest Honors". Students graduating with a quality point average of 3.60 - 3.99 are graduated with "Special Honors". Students graduating with a quality point average of 3.20 - 3.59 are graduated with "Honors". The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Community College.)

HONOR ROLL, HONORS, DISTINCTIONS AND AWARDS

Awards Day is held in the spring semester for the purpose of presenting various awards (certificates, medals, cups, trophies, etc.) to students for outstanding achievements and/or accomplishments in all areas of college life.

A Dean's Scholar is a student who has maintained a 3.5 quality point average with an accumulation of twelve or more semester hours or a 3.5 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

A President's Scholar is a student who has maintained a 4.0 quality point average with an accumulation of twelve or more semester hours; or a 4.0 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

SUMMER SCHOOL

Hinds Community College operates day classes in two four-week sessions and evening classes in one eight-week summer session. An academic load in excess of twelve hours during the summer session must be approved by the Department of Counseling.

REPEATING A COURSE

A student may repeat a course already completed and in which credit has been earned in order to better his or her grade point average. A grade point average is determined by dividing the total number of quality points earned by the total semester hours attempted. In computing scholastic averages in these cases, all semester hour attempts will be included and shown on the transcript.

To raise a grade point average at Hinds Community College, the course must be repeated at Hinds. When a student transfers to another institution, the policy of the receiving institution will determine the student's grade point average.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 19. The maximum number of semester hours a student on scholastic probation can take is 13. A student enrolled in less than 12 semester hours in a fall or spring semester is classified as a part-time student.

Vocational students may take additional course work beyond their regular program provided the vocational adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Community College give careful consideration to taking a reduced number of hours.

TRANSCRIPTS

Students who have met all admission requirements and business office obligations and have completed a semester at Hinds Community College are eligible to request a transcript. Transcript requests must be in writing. A fee of \$2.00 is charged for each transcript. A twenty-four hour processing period is necessary after the Records Office has received the transcript request.

SCHOLASTIC PROBATION AND SUSPENSION

SCHOLASTIC PROBATION

A student who earns less than a 1.75 GPA during a fall or spring semester will enter on scholastic probation the next semester he/she attends Hinds Community College. In courses completed in less than the traditional semester format, each term will be treated as a semester for the purpose of determining scholastic standing. An academic or technical student who is on probation must enroll in EDU 1413, unless he/she has previous credit in this course. A student who is prescribed and enrolled in a developmental reading course or is enrolled in less than seven (7) semester hours is not required to enroll in EDU 1413. The probationed student may not enroll in more than 16 semester hours (13 semester hours if exempt from EDU 1413).

SCHOLASTIC SUSPENSION

A student who begins a fall or spring semester on scholastic probation and earns less than a 1.75 GPA will be placed on scholastic suspension. If suspension occurs during a fall semester, the student cannot enroll again until the next summer term. If suspension occurs during a spring semester, the student may immediately enroll at Hinds Community College for the upcoming summer term. If the conditions listed under Summer Work below are met, the scholastic standing will revert to probation. If the conditions are not met, the suspended student cannot enroll for the upcoming fall semester. A suspended student who does not enroll for one or more fall or spring semesters will be eligible for readmission on probation.

SUMMER WORK

Summer work at Hinds cannot lower scholastic standing; however, it can raise scholastic standing one level (suspension to probation or probation to good standing). Scholastic standing will increase one level if a student earns six (6) or more semester hours credit during the summer and earns a GPA of 2.0 or better. This work must be taken at Hinds Community College.

READMISSION AFTER SUSPENSION

An academic or technical student who has been previously suspended and who is re-admitted for a fall or spring semester (and who is consequently on probation), must meet the reduced course load and EDU 1413 requirements described above **and** must earn a 2.0 GPA or better during his/her returning semester. Failure to do so will again result in scholastic suspension. A vocational student participating in any eight-week block program who has been previously suspended, must earn a 2.0 GPA or better or he/she will be suspended for two consecutive vocational blocks.

A part-time academic or technical student who has been previously scholastically suspended and who re-enrolls during a fall or spring term, must enroll in at least the same number of semester hours as he/she was enrolled in during the semester the suspension occurred. Also, the student must enroll in EDU 1413 as described above and must earn a 2.0 GPA or better for the semester; otherwise, he/she will, again, be scholastically suspended.

A student who has been suspended for scholastic reasons cannot, during the period of academic ineligibility, earn credit at another institution and use such credit toward meeting degree requirements at Hinds Community College.

SCHOLASTIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Local Student Affairs Committee. The forms are available at the Dean of Students Office/operating Dean's office. Each appeal will be considered on its merits. Scholastic appeals have a six month statute of limitation. Appeals must be made within six months after the semester has been completed. (Effective date: August 1994)

DISCIPLINARY PROCEDURES ARE LISTED IN STUDENT HANDBOOK ONLY.

STUDENT ORGANIZATIONS**STATEMENT OF STUDENT PARTICIPATION IN INSTITUTIONAL AFFAIRS**

The students of Hinds Community College are afforded the right of participation in the College's affairs via the Student Government. Recommendations passed by the Student Government are forwarded to the District Dean of Students for consideration to the District Student Affairs Council. The District Dean of Students then forwards the recommendations to the Vice-President or appropriate council for consideration and they are then forwarded to the President of the College for his decision.

ASSOCIATED STUDENT GOVERNMENT

The associated student body consists of all students enrolled in Hinds Community College. The Associated Student Government (ASG) serves the student body by presenting student input through elections, special activities, intramurals, clubs, organizations, local senates, and ASG Committees.

Each local senate is a part of the Associated Student Government. Therefore each local senate is governed by the Associated Student Government Constitution which governs all local senates and their own bylaws. Each local senate shall be responsible for choosing representatives to the Associated Student Government. Members of the Associated Student Government must maintain a per semester grade point average of 2.50 on a 4.00 scale. For more information contact the Operating Dean at the respective location, the Director of Student Activities at 857-3388 or the District Dean of Students at 857-3232.

The number of representatives a location will have in the Associated Student Government shall be determined annually from the percentage of each location's contribution to the total postsecondary enrollment for the preceding fall semester of all campuses represented. The number of representatives shall be exactly twenty-four (24) and the number of representatives from each location will vary with the incorporation of additional local senates into the Associated Student Government. (See each location section in the Student Handbook for information concerning local senates.)

STUDENT ELECTIONS COMMITTEE

The Election Committee shall directly assist the District Dean of Students and/or the Director of Student Activities in the election process by working at the polls and counting votes. This committee will also make provisions for all locations designated by the Student Activities Director to participate in Homecoming. Participation shall include voting in and actually competing in any election. Homecoming Queen and Court.

ORGANIZING A NEW ORGANIZATION

Any (all) potentially new organizations or clubs must complete an Application for Proposed Student Organization (SPF-001) by initiating sponsor and submit to the Director of Student Activities or designated official. Applications for Proposed Student Organization forms are available from the Director of Student Activities.

REGISTRATION OF ORGANIZATION/OFFICER ROSTER/CONSTITUTION

Each year all organizations which wish to remain active organizations on Campus must register their desire by completing a form which lists the current officers and the faculty advisor. It is the newly elected president's responsibility to file the roster of newly elected officers with the Division of Student Affairs within ten (10) days of election. Failure to comply with this regulation will result in a loss of recognition on Campus. New officers should check to see that the constitution on file is current. Student organizations shall furnish to the Division of Student Affairs upon request any information which it considers necessary for administration such as constitution, list of officers, faculty advisor, schedule of activities, etc.

ADVISORS/SPONSOR(S)

All student organizations shall have one or more advisors of the faculty or administration who maintain contact with the organization's activities and functions. An advisorship should be an active not a passive responsibility; it should be accepted by the advisor as such. A faculty advisor should be thoroughly acquainted with the objectives and policies of the College. His/her participation with the organization should be in the form of advice counsel and assistance that is welcomed by the student group(s) and that regulation and control be limited to the minimum necessary to protect freedom of expression, democratic process, and compliance with College policy.

REGULATIONS FOR STUDENT ORGANIZATIONS

- (1) A faculty sponsor(s) must be present at all meetings and activities of student organizations.
- (2) Requests for regularly scheduled meetings should be submitted to the Director of Student Activities or designated official for approval and then to the Facilities Use Coordinator. Activity Approval Forms are due no later than five (5) days prior to the event.
- (3) Requests for special events, social activities, off-campus speakers, fundraising, petitions, demonstrations, or concessions should be approved by Sponsor and then by the Director of Student Activities, Campus Dean or designated official. The Dean of Students, Vice President and President must also approve off-campus speakers.
- (4) Any special activity or event must have a sponsor or an approved full-time employee and Campus police or security present. When the event(s) are after normal work hours (after 4:30 p.m. and weekends) and involve activities that are open to the general public or involve dances, concerts, or other social events, uniformed security/police must be provided and approved by the District Campus Police Chief. The organization sponsoring the event must pay the officer(s) at a rate to be determined by the District Police Chief and District Dean of Students. Request for security must be submitted in writing to the District Police Chief within five (5) school days prior to the scheduled activity or event.
- (5) An organization failing to remain active for a period of one (1) calendar year will be subject to review by the Local Student Affairs Committee for the purpose of making a recommendation for reinstatement or deletion of said organization.
- (6) All student organizations must maintain all funds in their own on-campus account. Financial transactions must be signed by the faculty advisor.
- (7) All student activities or club trips must have a school sponsor or a school approved chaperone on the bus at all times. This policy must be adhered to or the district will not furnish transportation vehicles.
- (8) Any student or student group who uses a facility or grounds of the college without proper written authorization is subject to immediate removal and is subject to disciplinary action.
- (9) A student organization/club (group) may be disciplined for any act that violates school policy.

REGULATIONS FOR SIGNS AND POSTERS ON CAMPUS

1. Approved signs and posters may be placed on bulletin boards.
2. The attaching of any sign, poster, or notice to a glass, interior or exterior wall, trees, light poles, pipes, trash cans, painted surface, etc. with tape or tack is prohibited.
3. Approved signs and posters may be displayed for a period of time not to exceed two (2) weeks. It is the responsibility of the sponsoring party to remove and dispose of the sign and stick.
4. Approval for campus clubs and organizations may be obtained from the Dean, Assistant Dean or the Director of Student Activities (Raymond) or from designated official at location attended.

REGULATIONS FOR SPEAKERS FROM OFF-CAMPUS

1. A request to invite an outside speaker will be considered only when made by an organized student or faculty group recognized by the head of the College.
2. No invitation by such organized group shall be issued to an outside speaker without prior written concurrence by the head of the institution or such person or committee as may be designated by him (hereafter referred to as his authorized designee) for scheduling of speaker, dates, and assignments of Campus facilities.
3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than ten (10) calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time, and location of the meeting, and the expected size of the audience.
4. Approval for clubs and organization off-campus speakers may be obtained through the Director of Student Activities or Dean of Students or location Dean. The Dean will secure final approval of the Vice President and President.

CAMPUS SOLICITATION REGULATIONS

Campus solicitation of students/student organizations or by students/student organizations includes: selling of goods or services, political activities, posters, handouts, and unrecognized group membership canvas. This definition applies to activities by any on-campus or off-campus individual or group. Private business or solicitation may not be conducted on College premises, residence halls, or academic buildings except when a student organization has requested a particular service and when such service is directly relevant to the purpose of that organization. Such requests must be directed to the Dean of Students or location dean and must meet the following conditions:

1. Activities do not conflict with the educational purposes of the College.
2. No door-to-door solicitation is permitted in academic or administrative buildings.
3. No disruption of traffic either vehicular or pedestrian is involved.
4. Funds derived from activities must be used for purposes consistent with the goals of the organization.
5. Campus mail may not be used for political or religious information or fund-raising.
6. Request must be approved forty-eight (48) hours in advance of activity.
7. Policies (i.e. residence hall regulations) governing solicitation in non-academic and academic areas must be followed.
8. Activities held outside on campus grounds/premises must be restricted to a specified and acceptable area.
9. Appropriate legal action may be taken against individuals and non-college affiliates refusing to comply with regulations.

EMERGENCY PROCEDURES CONCERNING THE OPERATION OF THE HINDS COMMUNITY COLLEGE DISTRICT ARE LISTED IN THE STUDENT HANDBOOK**TITLE II OF PUBLIC LAW 101-542****Crime Awareness and Campus Security Act of 1990****CRIME AWARENESS AND CAMPUS SECURITY STATEMENT****CRIME, EMERGENCY REPORTING POLICY**

Current Hinds Community College District Policy requires that members of the college community report all criminal actions and other emergencies to the Campus Police/Security Department.

CAMPUS POLICE/SECURITY RESPONSE TO EMERGENCIES

The Campus Police/Security Department or location Dean's Office will initiate an immediate response to any reported emergency. If circumstances require expertise or assets beyond the Campus Police/Security's abilities, the Campus Police/Security or location Dean's Office will immediately notify and request assistance from local law enforcement or other emergency services via telephone or radio.

CAMPUS SECURITY

Campus Security is provided by a College-employed staff of Campus Police and Campus Security officers supplemented with contract security officers.

FURTHER INFORMATION

A full publication will be given to students and employees to meet the requirements of this federal law since September 1, 1993.



III

Student Services and Activities

PHILOSOPHY AND OBJECTIVES OF STUDENT AFFAIRS WORK AT HINDS COMMUNITY COLLEGE

The philosophy and objectives of student affairs work are listed in the **Student Handbook**.

COUNSELING SERVICES

Counselors provide a variety of guidance and other helping services. Counselors assist students in choosing majors and careers, and in meeting their educational and occupational goals. When serving as advisors, counselors assist students in choosing and planning their course work as it pertains to Hinds Community College and/or prospective senior college requirements.

Counselors are also available to help students with personal difficulties through individual counseling or to assist students in finding appropriate medical, social, or psychological services when needed.

A list of the major services that can be obtained through the counseling offices is given below. In addition to the above, the Academic Counseling Center at Raymond and the Utica Counseling Center provide the following services.

- A. Academic advisement and educational planning
- B. Career exploration through Discover Computer Package, individual career counseling and career classes
- C. Comprehensive testing services that include the use of career, personality, and ability tests for the purpose of personal growth and/or career exploration
- D. Individual counseling
- E. Counseling for drug and alcohol problems or referral for treatment through the College Assistance Program (CAP)
- F. Outreach services in the form of workshops, presentations, or "talks" with various student groups.

The Counseling personnel welcomes students on both a walk-in and appointment basis.

ORIENTATION: HINDSVIEW

Our orientation program is designed to answer the needs, concerns, and questions that will confront you when you enter Hinds Community College. While at HINDSVIEW you will meet informally with faculty, staff, and administrators; visit with student orientation leaders and other traditional and non-traditional students in small and large group sessions; and learn of the wide variety of available academic, social, and personal opportunities. Our student group leaders are especially trained to help students understand policies and procedures and to find assistance and services as new students at Hinds. We strongly encourage all entering students to attend Hindsview. Residence hall students are required to attend.

SUPPORT SERVICES

Disability Support Services (Raymond Campus)

This department provides tutorial, note-taking, and other support services for students who have a documented disability. Applications may be obtained by calling (601) 857-3386 V/TDD or by writing to the Disability Support Services Department, P.O. Box 1290, Hinds Community College, Raymond, MS 39154-9799

Deaf and Hard of Hearing Services

Support services in this program are funded by an agreement with Mississippi and other state departments of Vocational Rehabilitation, the University of Tennessee Postsecondary Education Consortium Grant, and Hinds Community College. The mission of these support services is to provide equal opportunity to deaf and hard of hearing students to enter existing Raymond Campus programs of study and succeed academically and socially. Interpreters are provided for classes, tutorial sessions, and school events. Special transition classes and scholastic/career counseling are available. Tutoring and notetaking services are provided upon request. Accessible residence halls are equipped with telecommunication devices (TDD's), closed captioned televisions and flashing fire alarms and doorbells.

Applications for services may be obtained by calling (601) 857-3310 V/TDD; 1-800-HINDS CC V/TDD; or by writing to:

Services for the Deaf and Hard of Hearing
Hinds Community College
Box 1282
Raymond, MS 39154-9799

DISCOVER: HELPS IN CAREER CHOICE

DISCOVER is a computer-based information system that lets students measure their interests, abilities, and values and get instant results to use in exploring education and occupational options. The system makes it possible for students to have a wealth of information about occupations, colleges, special training

programs, apprenticeships, financial aid, and other related topics available to them at the touch of the keyboard. This allows the student to obtain a career profile geared specifically for him/her.

When students work with the DISCOVER system, they will be led on a methodical career journey, much the way they would be if they were being guided individually by their counselor. The DISCOVER profiles, along with the various other inventories the student may take, will allow the counselor to plan an individual career development program for each student.

Students are encouraged to become familiar with the DISCOVER system and the information it can provide them. Appointments may be made to work with the system by contacting the Counseling Department on the Raymond Campus or on the Utica Campus.

HOUSING

(Housing Application Form is inserted after page 128 of this catalog)

Hinds Community College provides comfortable housing accommodations for students who sign up to live on the Raymond or Utica campuses. Residence halls broaden students' educational experiences by providing a community where the student can live, learn, grow, and have fun.

Admission to Hinds Community College does not guarantee a student a room reservation on campus. Those students desiring to live on campus must complete a housing application and include a \$50 deposit. Return the completed application and deposit to the Housing Office on the campus the student plans to attend. **To be eligible to live in the residence halls, one must be a full-time student. This requires that an academic or technical student be enrolled for not less than twelve (12) semester hours and a vocational student be enrolled for not less than sixteen (16) semester hours.**

A deposit of \$50.00 is required from applicants requesting room reservations. In the event of application by mail, a check or money order must be written payable to Hinds Community College. Cash should not be sent through the mail. Cancellations of assigned rooms must be received by the Housing Office at least fifteen (15) days prior to the date on which residence halls will open for the semester or term for which the reservation was made in order to receive a full refund of the deposit. The deposit, less any damage assessment, will be refunded to the residence hall occupant who follows the checkout procedure as announced by the Housing Office.

After an admissions application is received and processed by the District Office of Admissions and Records, the applicant's housing application will be processed by the Housing Office. A student must meet all admission requirements before he/she can be assigned a residence hall room. It will be helpful if persons wanting to be roommates would send both applications and deposits in together. Room assignments are made on a first-come, first-assigned basis; therefore, it is very important that both the application for admission and the application for housing be received as early as possible.

New students for the fall semester will be notified of their hall assignment in June, and students for the spring semester will be assigned during the third week of December. Hall assignments for new students will be made according to the space available. Those students who are not assigned will be placed on a waiting list according to their deposit receipt number. They will be assigned from the waiting list as space becomes available.

A student will be issued a residence hall room key if he/she has done the following:

1. Registered for 12 or more hours (academic or technical) or 16 hours (vocational).
2. Shown proof of full payment:
 - A. full payment (receipt)
 - B. Financial Award Letter for full award and receipt for payment if a balance is owed.
 - C. Proof of payment of 1/2 fees on a deferred payment plan.
3. Met all admission requirements.

If proof of payment is not shown by the student on check-in-day, the student will lose his/her room assignment, and the room will be assigned to the next person on the waiting list.

RESIDENCE HALLS RULES AND REGULATIONS

For specific information concerning housing rules and regulations, please refer to the housing section of the **Student Handbook**.

RAYMOND CAMPUS - RESIDENCE HALLS FOR WOMEN

ALLEN-WHITAKER HALL is a two-story, brick, L-shaped air conditioned building housing 109 returning women students, and is staffed by one hall director and four student resident assistants. Each of the 26 suites has two bedrooms with connecting bath. Each suite accommodates four students. The carpeted lounge contains modern furniture, a piano, and a television.

DAVIS HALL is a five-story building housing 255 new entering women students, eight student assistants, and a hall director. It is air-conditioned, and each floor has a combination kitchenette and lounge overlooking a courtyard designed to provide natural light to all five floors. Corridors and lounges are carpeted. Tile baths are located on each floor. Each bedroom accommodates two students and is furnished with draperies and built-in furniture.

HARDY-PURYEAR HALL is a four-story, air-conditioned brick building housing 200 new entering women students. Each floor has a carpeted lounge and central bath area. The building is staffed by six student

assistants and one hall director. Each bedroom will accommodate two students, and is furnished built-in furniture including a study desk, chair, and chest of drawers.

MAIN HALL is a two-story brick building housing 96 honor women students. The female student must have a minimum /maintained 2.75 grade point average or higher and have no demerits to be considered for residency in Main Hall dormitory. The grande dame of Raymond Campus residence halls, the 70 year-old building was totally renovated in 1988 and has four, seven, and eight-person suites with bedroom/bath areas upstairs and winding stairwells that open to sitting rooms. Adjacent to these gathering places are kitchenettes equipped with a refrigerator, microwave, sink, table and chairs. The building also offers two-person bedrooms with private baths. It is staffed by a hall director and four student resident assistants.

MARSHALL HALL is a two-story air-conditioned brick building housing 128 returning women students and is staffed by a hall director and five student resident assistants. Rooms are arranged in four-bedroom suites, each with ceramic tiled bath, spacious cabinets and closets. The lounge is located at the central entrance and is furnished with a television and modern furniture.

LAUNDRY - Coin operated washing machines and dryers are easily accessible to all residence halls.

RAYMOND CAMPUS - RESIDENCE HALLS FOR MEN

GREAVES HALL is an air-conditioned facility for 184 returning male students. Each room is equipped with beds, built in desks, book shelves and storage facilities. The building is staffed by one part-time hall director and four student resident assistants. One wing is reserved for sophomore men with a minimum 2.75 grade point average or higher. The wing is equipped with a refrigerator, microwave, and television cable in each room.

SHEFFIELD-WOOLLEY HALL is a four-story, air-conditioned brick building housing 200 returning male students. Each floor has a carpeted lounge and central bath area. The building is staffed by five student assistants and one hall director. Each bedroom will accommodate two students and is furnished with beds, study desks, chairs, and chests of drawers.

VIRDEN HALL is a two story building housing 50 honor men students. The male student must have a minimum /maintained 2.75 grade point average or higher and have no demerits to be considered for residency in Virden Hall dormitory. Each four-bedroom suite contains a small foyer, ceramic-tile bath, spacious cabinets, and closets. Rooms have venetian blinds, built-in study tables, beds, and book shelves, refrigerator, microwave and a phone line. It is staffed a hall director and four resident assistants.

WILLIAMS HALL is a nine-suite, air-conditioned renovated facility housing 140 new entering male students. Each room is equipped with beds, desks, closets, and book shelves. The building is staffed by five resident assistants and a hall director.

LAUNDRY - Coin operated washing machines and dryers are easily accessible to all residence halls.

UTICA CAMPUS - RESIDENCE HALL FOR MEN

B.E. LEWIS HALL is a modern three-story air conditioned complex comprised of suites. Each suite comes equipped with a private bath, a large study desk, spacious chest of drawers and a private closet for each occupant. It also has a two-way intercom system. Each floor has at least one resident assistant. This attractive complex, which overlooks Grantham Baseball Field, houses 144 male students.

UTICA CAMPUS - RESIDENCE HALLS FOR WOMEN

MAGGIE DUNSON HALL accommodates 144 female students. This three-story modern air-conditioned complex is divided into suites, each with a two-way intercom system, a large sink, spacious locker-equipped closet for each occupant, bathroom, and built-in drawers and study desks. The three floors of Maggie Dunson Hall overlook a free-flowing brook.

NEWTON-WALKER HALL is also a three-story complex. It is designed to house 72 women students and 72 men students. Unlike a co-ed dorm, a large spacious brick corridor separates the men's and women's quarters. A resident assistant is provided for each floor. Each suite is air-conditioned and has a private bath. Entry into each suite is from the outside only. Newton-Walker overlooks the tennis courts. Located in the residence hall complex is an air conditioned laundry room with a two-way intercom system, vending machines, and continuous soft music. Its location is easily accessible to any residence hall student.

FINANCIAL AID

(Financial Aid Application is inserted after page 128 of this catalog.)

GENERAL REQUIREMENTS

Financial assistance is provided to students who have met admission requirements of the college and is to be used only for educational purposes. Aid recipients who have attended other colleges prior to attending Hinds Community College must submit a Financial Aid Transcript from those colleges.

For the student to be eligible to continue receiving financial aid, he/she must file a yearly aid application and document his/her financial circumstances.

In order to receive financial aid from any Federal Financial Aid Program or Mississippi Aid Program, the student must be in good standing and make satisfactory progress in his/her course of study according to Hinds Community College Policy for Satisfactory Scholastic Progress for Recipients of Federally Funded

Financial Aid and Veterans Benefits and the laws/rules pertaining to state funded programs. A student on extended probation or academic suspension is not eligible for financial aid.

Funds for financial aid come from Federal Government Programs, Hinds Community College, the State of Mississippi, individuals, and local civic organizations. The amount of money available for each award year depends upon the amount of money made available for the institution from these sources.

ABILITY TO BENEFIT TESTS AND PASSING SCORES FOR VOCATIONAL STUDENTS TO RECEIVE FINANCIAL AID

Vocational students who do not have a high school diploma, college degree or GED must make the appropriate scores on the Test of Adult Basic Education Forms 7 and 8, **Level A (TABE)** to be eligible to receive Title IV Funds. The approved passing scores on this test that meet the minimum Federal standards for *Ability to Benefit* requirements are as follows: **Reading (559), Total Mathematics (562), Language (545)**. If eligible, a completed copy of the Ability-to-Benefit Form must be in the student's financial aid file before an award can be credited. Title IV Financial Aid Programs include the Federal Pell Grant, Federal Family Education Loan, Federal Work-Study, Federal Supplemental Education Opportunity Grant (FSEOG), and State Student Incentive Grant (SSIG) Programs. *Federal Register*, Vol. 62, No. 45, March 7, 1997, pp. 10545-6.

HOW TO APPLY

To be considered for any type of financial aid listed below, students must complete the Free Application for Federal Student Aid (FAFSA). The Department of Education will forward information which is vital to the Financial Aid Offices in determining how much aid can be awarded to each student. Financial Aid will be awarded to each student based on the individual's need. Each student is considered for all types of aid and awarded accordingly. Early filing (April) of the FAFSA will insure sufficient time to study the needs of each student.

In order to receive priority consideration, the results from the FAFSA should be received by the Financial Aid Office prior to April 1. Additional applications will continue to be accepted after this date; however, this is a priority deadline for programs which may have limited funding. The FAFSA form should be completed and mailed in pre-addressed enclosed envelope, as soon as tax returns are filed.

Results from the FAFSA are sent to the student in three to five weeks. The student must forward or bring the Student Aid Report (SAR) to the Financial Aid Offices so that eligibility amounts can be established. FAFSA forms are available at all Hinds locations and local high school counselors' offices.

REFUNDS/REPAYMENTS

Hinds Community College has a *Fair and Equitable refund policy as it relates to Title IV Federal Student Aid*. This policy is in full compliance with the Higher Education Amendments of 1992, using the Federal Financial Aid formula for Refunds/Repayments calculation and Hinds Community College Refund policy. For refund "Sample" calculations, contact Hinds Community College Office of Financial Aid.

GUARANTEED STUDENT LOANS

In response to the nationwide effort to reduce defaults, Hinds Community College has developed a Loan Default Management Plan. All students requesting loan funds through any of the following loan programs will be given a copy of the plan. All students applying for any student loan must apply in person in order to receive entrance counseling.

FEDERAL PROGRAMS

Under all types of Federal Programs, the required forms should read as follows:

REQUIRED FORMS: Student Aid Reports (SAR) results from the Free Application for Federal Student Aid (FAFSA) and Hinds Community College Institutional Application. Other documents may be required.

TYPE: **PELL GRANT**
DESCRIPTION: \$200 to \$3000 per year. Non-repayable.
ELIGIBILITY: Undergraduates only.
REQUIRED FORMS: FAFSA and Hinds Community College Institutional Application.
DEADLINE: Priority - April 1.

TYPE: **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**
DESCRIPTION: At least \$200 per year. Non-repayable.
ELIGIBILITY: Undergraduates only with demonstrated need and based on the availability of funds.
REQUIRED FORMS: FAFSA and Hinds Community College Institutional Application.
DEADLINE: Priority - April 1.

TYPE: **FEDERAL COLLEGE WORK-STUDY (FCWS)/COMMUNITY SERVICE**
DESCRIPTION: Average 10 to 15 hours per week at \$5.15 per hour.
ELIGIBILITY: Undergraduates with demonstrated need and based on availability of funds.

| | |
|-----------------|--|
| REQUIRED FORMS: | FAFSA and Hinds Community College Institutional Application. |
| DEADLINE: | Priority - April 1. |
| TYPE: | STAFFORD LOAN (Subsidized and Unsubsidized) |
| DESCRIPTION: | Amounts vary according to student's eligibility. Variable interest rate. Repayment begins 6 months after ceasing to be at least a half-time student (minimum of 6 semester hours). |
| ELIGIBILITY: | Undergraduates with demonstrated need. |
| REQUIRED FORMS: | FAFSA, Stafford Loan Application, Hinds Community College Institutional Application. |
| DEADLINE: | Contact Financial Aid Office. |
| TYPE: | PARENT LOAN PROGRAM (PLUS) |
| DESCRIPTION: | Maximum varies per year. Parents of Hinds Community College students. Variable interest rate. |
| ELIGIBILITY: | Based on the amount of financial aid awarded. |
| REQUIRED FORMS: | FAFSA, PLUS Application, Hinds Community College Institutional Application. |
| DEADLINE: | Contact Financial Aid Office. |

STATE PROGRAMS

| | |
|-----------------|---|
| TYPE: | MISSISSIPPI TUITION ASSISTANCE GRANT (MTAG) |
| DESCRIPTION: | Up to \$500 per year. Repayable if student drops out of school without cause prior to receipt of degree. |
| ELIGIBILITY: | Undergraduates only. Mississippi resident for prior four years. High school graduate or GED. Initial applicant: 15 ACT, 2.5 high school GPA, 2.5 college cumulative GPA for renewal. Must not be eligible for full Pell Grant. Must seek AA or AAS degree or Vocational Certificate. |
| REQUIRED FORMS: | FAFSA and MTAG Application/Contract. |
| DEADLINE: | August 1, 1997. |
| TYPE: | MISSISSIPPI EMINENT SCHOLARS GRANT (MESG) |
| DESCRIPTION: | To cover tuition and mandatory fees. Student must repay if he/she drops out of school without cause prior to receipt of degree. |
| ELIGIBILITY: | Freshmen only. High school graduate and Mississippi resident for prior four years. Semifinalist or finalist for National Merit or National Achievement Scholarship programs and 3.5 high school GPA; or ACT score of 29 and 3.5 high school GPA. Recipients must maintain a 3.5 cumulative GPA. |
| REQUIRED FORMS: | MESG Application/Contract. |
| DEADLINE: | August 1, 1997. |
| TYPE: | STATE STUDENT INCENTIVE GRANT (SSIG) |
| DESCRIPTION: | At least \$200 per year. Non-repayable. |
| ELIGIBILITY: | Undergraduates only. Mississippi residents only. Full-time student. Demonstrated need and based on the availability of funds. |
| REQUIRED FORMS: | FAFSA, Hinds Community College Institutional Application. |
| DEADLINE: | Priority - April 1. |
| TYPE: | HINDS COMMUNITY COLLEGE WORK-STUDY PROGRAM |
| DESCRIPTION: | Average 10 to 15 hours per week at \$5.15 per hour. |
| ELIGIBILITY: | Undergraduates with demonstrated need based on the availability of funds. |
| REQUIRED FORMS: | Student Aid Reports (SAR) results from the Free Application for Federal Student Aid (FAFSA) and Hinds Community College Institutional Application. Other documents may be required. |
| DEADLINE: | Priority - April 1. |
| TYPE: | HCCH SCHOLARSHIP (Honors Program) |
| DESCRIPTION: | At least \$200 per semester. Students are required to enroll in seven hours of honors courses per semester. |
| ELIGIBILITY: | Must be admitted into the Honors Program. |
| REQUIRED FORMS: | Honors Program Application and Hinds Community College Institutional Application. |
| DEADLINE: | Priority - April 15. |

POLICY ON SATISFACTORY SCHOLASTIC PROGRESS FOR RECIPIENTS OF FEDERALLY FUNDED FINANCIAL AID AND VETERANS BENEFITS

Federal regulations require an institution to evaluate the scholastic progress of financial aid and veterans benefits recipients. Effective July 1, 1984, federal regulations required institutions to strengthen their policies on satisfactory progress. Only hours attempted after July 1, 1984, are evaluated for financial aid and veterans benefits eligibility.

All students applying for, or receiving, Title IV Federal Assistance for attendance at Hinds Community College must progress satisfactorily towards completion of a chosen academic or vocational-technical program. Title IV Federal Assistance includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal State Student Incentive Grant (SSIG)
- Federal Stafford Loan (SSL)
- Federal Supplemental Loan for Students (SLS)
- Federal Parent Loan (PLUS)
- Federal Work-Study (FWS)
- Veteran Benefits

The following policies are in compliance with federal guidelines for satisfactory progress:

I. Grade Point Average and Credit Hour Requirement

The grade point average and credit hours passed that a student must maintain to be considered making satisfactory progress in a program of study will be determined by an evaluation of the total number of semester hours that have been attempted. A student who fails to meet the requirement may continue on financial aid/veterans benefits probation for one semester. If the deficiency is not corrected by the end of this probationary semester, the student shall be ineligible to receive further aid or veterans benefits until the deficiency has been corrected.

Students who are suspended from financial aid or veterans benefits for scholastic reasons at the end of the probationary semester may gain eligibility the succeeding semester(s) attended by achieving the appropriate cumulative grade point average and earned semester hours based on hours attempted.

| Cumulative Semester Hours Attempted | *1-18 | 19-36 | 37-54 | 55-72 | 73-90 |
|--|-------|-------|-------|-------|-------|
| Minimum Cumulative Semester Hours Required To Pass | *6 | 16 | 32 | 48 | 64 |
| Minimum Cumulative Grade Point Average | 1.75 | 1.85 | 2.0 | 2.0 | 2.0 |

* A student enrolled in fewer than six (6) credit hours must pass all hours attempted with the minimum required cumulative grade point average.

II. Time Frame

All students receiving financial aid or veterans benefits are expected to complete their educational objective with the maximum number of semester hours shown above.

Students attempting 90 semester hours without reaching their educational objective will be automatically suspended from Financial Aid..

Once a student has attempted 90 semester hours **AND** has received a degree or certificate, he/she must contact the Office of Financial Aid for reevaluation of financial aid eligibility to pursue a second degree. There are no provisions for financial aid beyond the second degree and/or certificate.

III. Transfer Students

Transfer students will enter with the same status for financial aid or veterans benefits as other students based on the hours attempted, credit hours earned, and grade point average at other college(s) previously attended.

IV. Withdrawals - "W"s, Non-Credit, Remedial Courses and Incompletions - Financial Aid Recipients Only

(Students receiving veterans benefits refer to the veterans brochure or college catalog for the Veterans Withdrawal Policy)

A student will be allowed to officially withdraw. A "W" will not be used in calculating a student's grade point average, but all "W"s will be counted in determining the number of semester hours attempted for the purpose of determining eligibility to receive financial aid.

A student will be allowed to repeat a course according to the policies stated in the college catalog, however, any course repeated will be included in total hours attempted for the purpose of determining eligibility to receive financial aid. That is, all courses repeated regardless of the previous grade earned, count as additional hours attempted.

Non-credit courses **will not** count in hours attempted, but semester hours for remedial courses **will be** recorded as hours attempted.

A student must remove an incomplete (I) grade by the end of the 9th week of the succeeding semester or receive a failing (F) grade. An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

V. Procedures for Implementing the Probation/Suspension Policy

At the end of each semester, the Office of Financial Aid/Veterans Affairs will develop a list of all students who failed to meet the minimum scholastic criteria set forth to be in good standing for financial aid or veterans benefits with the institution.

The Office of Financial Aid/Veterans Affairs will notify the students that they are on financial aid or veterans benefits probation and inform them that if they do not pass the minimum required semester hours with the appropriate **cumulative grade point average** for the following semester in attendance, they will be suspended from financial aid or veterans benefits until eligibility is re-established.

Students who will be suspended from financial aid or veterans benefits will be informed by the Office of Financial Aid/Veterans Affairs at the end of the appropriate grading period.

Eligibility may be re-established by the student attending, paying his/her own fees without federal assistance, and meeting the requirements in Section I above.

VI. Appeal Process

In extenuating circumstances such as personal illness or illness and death in the immediate family, a student may appeal to the local Student Affairs Committee for relief from these requirements. Appeals for permission to continue when suspended from financial aid or veterans benefits must be made in writing to the local Student Affairs Committee. Each appeal will be considered on its own merit.

All appeals must be submitted within thirty (30) days from the date of the suspension letter.

VETERANS AFFAIRS

The Office of Veterans Affairs is available to assist all eligible veterans and dependents in making application for benefits. Academic, technical, and vocational courses are open (unless otherwise specified in program description) to students in either of the above categories. Every effort is made to facilitate admission into the student's choice of training programs.

All Veterans Administration programs under the G.I. Bill may be initiated in Room 101 of the Administration Building, Raymond Campus. For additional information call (601) 857-3226 or 1-800-HINDS CC.

ADMISSION

Students who plan to receive veterans benefits must satisfy the college's admission requirements as outlined in the Admission Requirements section of this catalog **BEFORE** being certified to the Veterans Administration Regional Office. In addition, ALL transcripts from schools previously attended must be furnished in order to comply with the Regulations of the Department of Veterans Benefits.

CHANGING OF PROGRAMS

Students receiving veterans benefits must at all times have a definite program declared with the Office of Veterans Affairs and be enrolled in courses leading to completion of the designated program. Programs can never be changed without prior approval of the Office of Veterans Affairs and the Veterans Administration.

COUNSELING

All veterans benefits recipients are required to see a college counselor to plan their course of study prior to the beginning of each enrollment period.

Each student must have a signed Veterans Benefits Recipient Program Planning Sheet from his/her counselor for EACH enrollment period. The student must also sign the Program Planning Sheet acknowledging the course recommended by the counselor.

CREDIT FOR SERVICE TRAINING

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in its handbook, **Guide To The Evaluation Of Educational Experiences In the Armed Services**, is used as a guide for the evaluation of all military credit.

PROBATION AND SUSPENSION

Students receiving veterans benefits are expected to maintain the same standards of satisfactory progress as all other students receiving financial aid. See **Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits** in this section of the catalog.

Exceptions from the Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits are as follows:

"W"s will not be used in calculating the number of semester hours attempted for the purpose of determining eligibility to receive veterans benefits.

Veterans benefits recipients may attempt additional hours beyond the 90 semester hours allowed in the policy without completing a degree, as long as they file a Change of Program form with the Office of Veterans Affairs and are maintaining **satisfactory scholastic progress**.

Veterans benefits recipients may pursue the allotted number of degrees as outlined by the Veterans Administration.

NOTE: Policies stated for veterans comply with regulations 14253, 14277, 14278, Department of Veterans Benefits.

CHANGING ENROLLMENT STATUS

Students receiving veterans benefits may not drop any course or stop attending any class without prior approval of the Office of Veterans Affairs and without executing formal drop/withdrawal procedures as outlined in the **College Catalog**. Students who fail to comply with this regulation will be liable for repayment of any resulting overpayments. (See policy below concerning overpayments.)

VA POLICY REGARDING OVERPAYMENTS

Student Actions That Result in Overpayments

1. Withdrawing from a course or school.
2. Receiving a grade which does not count toward your graduation requirements.
3. Failure to have an incomplete grade changed to a grade which counts toward your graduation requirements.

VA Actions Once an Overpayment is Created

1. Add interest charges and collection fees to your debt.
2. Withhold future benefits and apply them to your debt.
3. Turn your debt over to a private collection agency.
4. File suit in federal court to collect your debt.
5. Withhold approval of your VA home loan guarantee.
6. Collect the debt from your federal income tax refund.

Explanation of Mitigating Circumstances

The law requires that the VA must collect all benefits paid to a beneficiary for a course for which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances.

This means if you drop a course, unless you can show the VA that there are mitigating circumstances, you must return all the money paid to you for pursuit of that course **from the start of the term**, not merely from the date you dropped the course.

Examples of **acceptable** mitigating circumstances are prolonged illness, severe illness or death in your immediate family and unscheduled changes in your employment or work schedule.

Examples of **unacceptable** mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted.

NOTE: You will normally be required to submit evidence to support your reasons before they can be accepted by the VA.

SCHOLARSHIPS

HINDS COMMUNITY COLLEGE SCHOLARSHIPS

ACT SCHOLARSHIPS

All Locations

(ACT Scholarships are awarded through the Financial Aid Office.)

Applicants should apply for scholarships as soon as they attain an ACT composite score of 21 or above as all ACT awards are made on a first-come basis. No scholarship awards will be made after the first scheduled day of classes.

PRESIDENTIAL

All Locations

Tuition, room and board scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 29 or above, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average. Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, (601) 857-3453.

DEANS'

All Locations

Tuition scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 25-28, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average. Required forms -

| | |
|--|---|
| FACULTY All locations | <p>HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, (601) 857-3453.</p> <p>One-half tuition scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 21-24, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students must maintain full-time student status and a 3.0 grade point average.</p> <p>Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, (601) 857-3453.</p> |
| GIFTED & TALENTED Utica Campus | <p>Tuition scholarships awarded annually. Full-time student. Based on applicant's talents, skills, and leadership abilities, as well as academic achievements. Required forms - Gifted & Talented Scholarship Application. Call Utica Campus, Dean of Students, (601) 885-6062 for information. Deadline - March 1.</p> |
| HONORS (HCCH) locations | <p>Scholarships of \$200 per semester for up to four consecutive fall and All spring semesters are available. Applicants must be Mississippi residents and must be enrolled in 12 or more semester hours, 7 of which must be in honors studies. Scholarship recipients must maintain full-time student status and a 3.0 grade point average. Applicants must complete an (1) HCC Application for Financial Aid and Scholarship Application and (2) HCCH Application and submit these forms to the HCCH Center. The priority deadline for application is March 1.</p> |
| BASEBALL Raymond Campus | <p>Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies.</p> |
| BASKETBALL Utica Campus (Men & Women) | <p>Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Utica Campus; call (601) 885-6062 or (601) 354-2327 for information. Deadline - Varies.</p> |
| FOOTBALL Raymond Campus | <p>Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus. Call (601) 857-3325 for information. Deadline - Varies.</p> |
| GOLF Raymond Campus | <p>Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies.</p> |
| SOCCER Raymond Campus | <p>Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies.</p> |
| SOFTBALL Raymond Campus | <p>Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies.</p> |
| TENNIS Utica Campus | <p>Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies.</p> |
| TRACK Raymond Campus | <p>Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or</p> |

MUSIC
Selection Raymond Campus

performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies.

Tuition scholarships. Must be a full-time student majoring in music. is based on auditions. Required forms - Music Application available through the Music Department, (601) 857-3271. Deadline - August 1.

BAND
Raymond Campus

One-half tuition scholarship for 1st and 2nd semester band participants, full tuition scholarships for 3rd and 4th semester band participants. Extra service scholarships are available including stage band. Must be a participant in the band. Required forms - Band Application. Call (601) 857-3273 for information. Deadline - Varies.

HINDS COMMUNITY COLLEGE DEVELOPMENT FOUNDATION SCHOLARSHIPS

Scholarships are awarded for fall and spring semesters only. The scholarships awarded are based on classroom excellence, involvement in extracurricular activities, financial need, desire for achievement, and letters of recommendation. Students must maintain full-time status. Criteria vary per scholarship: 2.5 is the minimum required grade point average. Some scholarships require a higher grade point average. Preference in all scholarship awards will be given to legal residents of Mississippi.

Required forms - HCC Application for Financial Aid and Scholarships, high school and/or college transcripts, three letters of recommendation, copy of ACT scores, list of achievements, and summary of why the student feels he or she should be considered for a scholarship; submit all items to the Institutional Advancement Office. For information, call 1- (601) 857-3502. Deadline - March 1.

DEVELOPMENT FOUNDATION UNRESTRICTED SCHOLARSHIPS

- A. A. Alexander Scholarship** - awarded to a full-time student.
- G. J. Cain Scholarship** - awarded to a full-time student.
- Mr. & Mrs. A. L. Denton Scholarship** - awarded to a full-time student majoring in fine arts.
- F. M. Greaves Scholarship** - awarded to a full-time student.
- Anne C. Hardy Scholarship** - awarded to a full-time student.
- Mildred Herrin Scholarship** - awarded to a full-time student.
- William H. Holtzclaw Scholarship** - awarded to a full-time student on the Utica Campus.
- Rev. B. E. Lewis Scholarship** - awarded to a full-time student on the Utica Campus.
- Grady Sheffield Scholarship** - awarded to a full-time student majoring in business.

DEVELOPMENT FOUNDATION ENDOWED SCHOLARSHIPS

- Ben Adkins Memorial Scholarship** - awarded to a full-time Rankin Campus student.
- Bobbie Anderson Nursing Scholarship** - awarded to a full-time second semester or above associate degree nursing student at the Nursing/Allied Health Center.
- Dorothy Brownlee Scholarship** - awarded to a full-time student majoring in speech and drama on the Raymond Campus, who is a member of the Lendon Players.
- W.H. Buckner Memorial Scholarship** - awarded to a student from Vicksburg majoring in Auto Mechanics.
- Marian Pickett Carmichael Scholarship** - awarded to a full-time Raymond Campus student.
- Ruth Roberts Carter Memorial Scholarship** - awarded to a full-time student majoring in nursing.
- Mr. and Mrs. W.H. Cochran Scholarship** - Awarded to a full-time student.
- Eddie Cooper Memorial Scholarship** - awarded to a full-time student who graduated from Raymond High School and holds residence in the HCC District.
- Cooper Industries Scholarship** - awarded to a full-time Warren County student preferably majoring in accounting or engineering.
- H. H. Davis Memorial Scholarship** - awarded to a full-time student on the Raymond Campus and on the Utica Campus.
- Bill Derden Memorial Scholarship** - awarded to a full-time student, preferably majoring in English or Mathematics, at either the Raymond Campus or the Vicksburg-Warren County Branch, with a 3.0 or better GPA.
- A. P. and T. B. Fatherree Scholarship** - awarded to a full-time student majoring in a vocational or technical program.
- Nona Fortenberry Scholarship** - awarded to a Raymond Campus student majoring in business technology.
- Len Garvey Memorial Scholarship** - awarded to a full-time sophomore student majoring in business and office technology at the Jackson Campus-Academic/Technical Center.

Walter H. Gibbes Memorial Scholarship - awarded to a full-time student majoring in a vocational or technical program.

Charlie Griffin Memorial Scholarship - awarded to a full-time student.

Jobie and Jim El Harris Scholarship - awarded to a full-time student. Priority will be given to grandchildren of retired Hinds employees.

M.F. and Dorothy Herring Scholarship - awarded to a full-time student majoring in education and demonstrating financial need.

J.L. Holloway Work Scholarship - awarded to a full-time student who will benefit from a college work experience.

Warren Hood Scholarship - awarded to a full-time Hinds County student.

Charlie Horton and Joe Smith Scholarship - awarded to a full-time student at the Utica Campus whose family resides in Hinds County and is a graduate of a Hinds County or Jackson high school.

Freddie Jean Cannon Jackson Memorial Scholarship - awarded to a full-time student majoring in early childhood development on the Utica Campus.

Ruth Kelly Home Builders Auxiliary Scholarship - awarded to a full-time Raymond Campus student majoring in a vocational or technical program related to the home building industry.

H. R. Kilby Memorial Scholarship - awarded to a full-time Raymond Campus student from Hinds County majoring in business.

Dr. Robert and Lee Mayo Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

George M. McLendon Memorial Scholarship - awarded to a full-time Raymond Campus student demonstrating outstanding leadership.

Merchants & Planters Bank Scholarship - awarded to a full-time Hinds County student majoring in business.

Robert Miley Memorial Scholarship - awarded to a full-time student.

Dr. Vernon Clyde Muse Scholarship - awarded to a full-time student majoring in an academic or transfer program of study.

Scott Nelson Memorial Scholarship - awarded to a full-time student who has graduated from Raymond High School, Rebul Academy, or Central Hinds Academy (priority will be given to children of HCC faculty or staff members).

Harry Partin Scholarship - awarded to a full-time student majoring in electronics engineering technology on the Raymond Campus.

John Pervangher Memorial Scholarship - awarded to a full-time Vicksburg-Warren County Branch vocational/trades student.

Marie Pervangher Memorial Scholarship - awarded to a full-time Vicksburg-Warren County Branch student majoring in business technology.

Nell Ann Pickett Scholarship - awarded to a full-time student.

Pickett Scholarship - awarded to a full-time Raymond Campus student.

Aaron M. Rankin Memorial Scholarship - awarded to a full-time student, preferably majoring in mathematics, engineering or a related field, on the Raymond Campus. Preference will be given to children or grandchildren of Hinds faculty and retirees.

Rankin County Alumni Scholarship - awarded to a full-time Rankin County high school graduate.

Joe A. Renfro Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in a sports related field.

Troy Arlis Ricks Scholarship - awarded to a full-time student.

Marvin A. Riggs Scholarship - awarded to a full-time student who demonstrates financial need and is pursuing an academic field of study.

Virginia Riggs Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

Eugene G. Schubert Memorial Scholarship - awarded to a full-time Raymond Campus sophomore majoring in agricultural education or animal science.

J. Gillard Sherard Scholarship - awarded to a full-time student who demonstrates financial need.

Lurline Stewart Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in mathematics or engineering.

Robert C. Stewart Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in geology, engineering, or mathematics.

Street Medical Foundation Scholarship - awarded to a full-time student enrolled in the practical nursing program at the Vicksburg-Warren County Branch.

C. V. Sullivan Memorial Scholarship - awarded to a full-time student.

A.F. Summer Scholarship - awarded to a full-time student.

Jessie McLendon Thrash Scholarship - awarded to a full-time student majoring in piano or organ.

Lora M. Underwood Memorial Scholarship - awarded to a full-time student majoring in education.

John Bell Williams Memorial Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

Ed, Mattie, and Douglas Woolley Scholarship - awarded to a full-time student.

DEVELOPMENT FOUNDATION SPECIAL SCHOLARSHIPS

Stacey Renee Allen Memorial Scholarship - awarded to a full-time, native Mississippian, female student on the Raymond Campus majoring in Law Enforcement who demonstrates financial need.

William A. Browne Scholarship - awarded to students demonstrating financial need.

David Cahow, II, Memorial Scholarship - awarded for the spring semester only, to a sophomore majoring in pre-med on the Raymond Campus.

Kathryn Duncan Scholarship - awarded to a student attending the Vicksburg-Warren County Branch.

Hinds County Sheriff's Department Scholarship - awarded to a student in rehabilitation within the county system.

Jack Hite Hi-Stepper Leadership Scholarship - awarded to a full-time Raymond Campus sophomore Hi-Stepper.

Home Builders Scholarship - sponsored by the National Home Builders Association, Mississippi Association of Home Builders, Jackson Home Builders Association, and Jackson Home Builders Association Ladies' Auxiliary - awarded to a Raymond Campus student pursuing a career in home building.

George A. Johnson Memorial Scholarship - awarded to a full-time Utica Campus student.

Carla McCulloch Memorial Scholarship - awarded to a full-time second semester AD Nursing student.

W. M. McKenzie Memorial Scholarship - awarded to a Raymond Campus student majoring in agriculture. Sponsored by the Hinds County Farm Bureau & the Rankin County Farm Bureau.

Kurt Markus, Ltd., Scholarship - awarded to a full-time minority student from Vicksburg.

Lee Mayo Choir Scholarship - awarded to a full-time Raymond Campus Choir member and Music major.

Mississippi Association of Certified Veterinary Technicians Scholarship - awarded to a student majoring in Veterinary Technology.

Mississippi Association of Supervisors Scholarship - awarded to a full-time student from one of the five counties in the HCC district (rotating by year).

James Taylor Monk Scholarship - awarded to a full-time student who has received a GED through the Rankin County School District's Adult and Community Education Program.

Suzu Taylor Memorial Scholarship - awarded to a full-time student of Korean descent.

Col. Frank Walsh Scholarship - awarded to a Raymond Campus student majoring in Social Studies.

Harold T. White Memorial Scholarship - awarded to a full-time hotel/restaurant management student who agrees to work an internship.

E. J. Williams Scholarship - sponsored by the Jackson Home Builders Association; awarded to a full-time student majoring in a home building field on the Raymond Campus.

DEVELOPMENT FOUNDATION ADDITIONAL SCHOLARSHIPS

The following companies and organizations award scholarships on a year-by-year basis:

1. **The American Auxiliary Unit 112 (Nell Crenshaw)**
2. **The American Legion Post #112**
3. **Best Western Metro Inn**
4. **Clorox Company**
5. **Credit Professionals International (CPI)**
6. **East Ford**
7. **Gardener's Club of Jackson**
8. **Hinds Community College Education Association**
9. **Hinds County Plumbing-Heating-Cooling Contractors Association**

10. Mississippi Limousine Breeders Association
11. Mississippi Livestock Producers Association
12. Northwoods Exchange Club (Charles McNaron Memorial)
13. Parker Foundation
14. River Oaks Hospital Auxiliary Nursing
15. Rotary Club of Rankin County
16. Rotary Club of South Jackson
17. South Jackson Civic League
18. South Jackson Hinds County Development Association
19. V. F. W. Toxie K. Stapleton Post 6473 (Red & Irene Renton)
20. Vicksburg Chapter/Mississippi Restaurant Association

TRUSTMARK NATIONAL BANK SCHOLARSHIPS

Trustmark National Bank Scholarships are awarded to full-time students who meet the following criteria:

- is a graduate of a Hinds, Madison, Rankin, or Warren county high school and holds residence in one of these counties;
- has a 12 or better ACT score;
- has a 2.0 or better grade point average;
- must be advance registered for at least 12 hours by the application deadline;
- has no record of disciplinary problems; and
- is from a household with a combined income of \$20,000 or less.

Trustmark National Bank provides funds to award these scholarships each fall and spring semester (summer semester not included). The scholarships are awarded on a first-come basis by the date the application is received in the HCC Institutional Advancement Office. Priority deadline to apply for fall is August 1 and for spring is December 1. To apply, complete and return the HCC Application for Financial Aid and Scholarships with the Trustmark section signed by a high school or college official and the Free Application for Federal Student Aid (Pell Grant).

HERITAGE SCHOLARSHIPS

Heritage Scholarships are made possible by donations from HCC faculty and staff. Charter Members and Lifetime membership holders who have activated their lifetime status for at least three full calendar years in the Faculty/Staff Alumni Chapter are eligible to have their children or grandchildren* apply for a Heritage Scholarship through the Development Foundation. **The yearly deadline for all Heritage Scholarship applications is July 15.** Scholarships are awarded based on the amount of yearly interest earned by the scholarship fund, divided by the number of eligible participants for that school year (fall and spring semesters). Qualified applicants must meet all college scholarship policies. For applications and additional information, contact the Institutional Advancement Office at (601) 857-3502.

**grandchildren will cease to be eligible in the year 2016.*

HINDS COMMUNITY COLLEGE SCHOLARSHIP POLICIES

The following policies have been established in the administering of scholarships for Hinds Community College.

1. Any scholarship student who fails to contact the Financial Aid Office in writing to accept his/her scholarship by the deadline established in his/her award letter will forfeit the scholarship.
2. Any student on scholarship who drops below full-time status (minimum of 12 semester hours) will not be eligible for an academic scholarship in the future.
3. Any student on scholarship who does not maintain the required cumulative grade point average will forfeit the scholarship. There is no probationary semester.
4. The award of a scholarship cannot exceed the allowable fees assessed by the College.
5. Scholarship awards will be credited to a student's account. Only in special circumstances will a check be made directly to the student.
6. Any student expelled from school because of a disciplinary reason will forfeit his/her scholarship and will not be eligible for another scholarship.
7. Students on the Cooperative Job Program must get special permission to continue their scholarship when they are working alternate semesters.
8. Any student on scholarship who fails to attend school in consecutive fall/spring semesters (excluding summer school) will forfeit his/her scholarship.
9. A commuter student receiving more than one tuition scholarship can receive only one full tuition scholarship plus one \$250.00 per semester book voucher at any Hinds Community College district bookstore.

10. Scholarships do not cover the following:
 - a. Registration fee
 - b. Additional fees assessed for more than 19 semester hours
 - c. Any charges related to summer school (tuition, room, or board, etc.)
 - d. Any change of schedule fees
 - e. Parking decals
 - f. Yearbook
 - g. Late fees
 - h. Lab fees
11. Any student who ceases to attend classes and fails to withdraw officially will forfeit his/her scholarship. The student will not be eligible for any academic scholarship in the future.
12. Any student officially withdrawing from school will not be required to pay back any tuition portion of his/her scholarship. However, if he/she is receiving any scholarship monies on his/her housing or meals, the scholarship account will be reimbursed any remaining portion of those fees. The student will not receive any refund of scholarship monies. A scholarship student must clear with the Financial Aid Office prior to withdrawing officially.
13. A student officially withdrawing from school will not be granted a scholarship for another semester unless approved by the District Scholarship Committee.
14. A student may receive a scholarship for a maximum of four semesters.
15. Repeating courses cannot change forfeiture status retroactively.
16. The District Scholarship Committee will review any special circumstances brought before them. A student desiring a special waiver should submit the request in writing along with proper documentation (doctor's excuse, transcript, instructor's letter, etc.) to the Chairman of the District Scholarship Committee within 30 days of the date of the written notice.
17. Only the District Scholarship Committee, with the approval of the President of the College, can make any changes in these policies.
18. Any student in default on any type financial aid is not eligible to receive any scholarship money.

ADDITIONAL ACT SCHOLARSHIP POLICIES

1. ACT Scholarships are only awarded to first time entering full-time (12 or more semester hours) freshmen. If for any reason a student is not awarded an ACT Scholarship his/her first semester, the student is not eligible for an ACT Scholarship at a later date. For this reason, apply as early as possible. Students who have attended summer school prior to entering in the fall are eligible for an ACT Scholarship. A student must apply before the first day of classes of his/her first semester, fall or spring, at Hinds.
2. ACT Scholarships are awarded on the basis of the date a completed file is received in the Financial Aid Office, not on the individual's score. A completed scholarship file for an ACT Scholarship includes a scholarship application and a copy of the student's ACT profile.
3. ACT Scholarships are awarded only to Mississippi residents.
4. Scholarship awards cannot be raised after the first day of classes for the first semester enrolled.
5. ACT Scholarships can be retained for four semesters if the student maintains full-time status (successfully completing 12 or more hours) and a 3.0 or better overall grade point average.
6. Presidential scholarships (ACT of 29 or above) cover tuition, room, and a meal ticket for a dormitory student. Commuter recipients will receive tuition plus a \$250.00 book voucher at any Hinds Community College bookstore each semester.
7. Deans Scholarships (ACT of 25-28) cover only the current cost of tuition.
8. Faculty Scholarships (ACT of 21-24) cover only one-half the current cost of tuition.

ADDITIONAL DEVELOPMENT FOUNDATION SCHOLARSHIP POLICIES

1. Development Foundation Scholarships differ in value. A student must contact the Institutional Advancement Office to determine the value of a scholarship. The scholarships may differ in value from year to year.
2. A student receiving a Development Foundation Scholarship designated for a certain major will forfeit that scholarship if he/she changes majors.
3. Development Foundation Scholarship recipients must attend the Scholarship Recognition Program. Failure to attend will result in forfeiting the scholarship, unless prior approval is granted by the Chairman of the District Scholarship Committee.
4. Most Development Foundation Scholarships require a 2.5 grade point average in order to retain the scholarship the next semester. However, some scholarships are awarded only by semester, and some others require different grade point averages. Therefore, a recipient must contact the Institutional Advancement Office for specific details.

LEARNING RESOURCES SERVICES

A Learning Resources Center (LRC), offering a full range of assistance to students, faculty, and staff in the learning process, is located at each of HCC's six locations. Each Center provides an excellent facility housing a carefully chosen variety of materials that support the curriculum of the college. These materials support the instructional programs at each location as well as the research, enrichment and recreational needs of the students and faculty.

The wide variety of materials found in the LRCs consists of print, electronic and audiovisual materials. A joint union catalog, in both microfiche and electronic formats, provides access to over 160,000 books and 144,000 items of non-print material. An automated library management system provides ease in circulating materials and intra-library loan systems for the sharing of books, magazines, films, tapes, and other resources as they are transferred by a daily inter-campus courier service.

HOURS

On the resident campuses, Raymond and Utica, the Learning Resources Centers are open for service the following hours:

| | |
|---------------------------------|-------------------|
| Monday - Thursday | 7:45 AM - 9:30 PM |
| Friday | 7:45 AM - 4:00 PM |
| Weekend hours - To be announced | |

Locations which do not serve residence hall students observe the following hours:

| | |
|-------------------|-------------------|
| Monday - Thursday | 7:45 AM - 7:30 PM |
| Friday | 7:45 AM - 4:00 PM |

Although designed primarily as "self-service" operations, trained personnel are on duty to assist students at all times. Group instruction and individual assistance in library usage is provided by the professional library staff.

LIBRARY SERVICES

Circulation desks at the LRCs are focal points for checking books in and out and for securing assistance in using library materials. Adjacent to the circulation desks are the on-line public access catalogs that index the material available for use in the Centers.

Books, when presented at the circulation desks, may be checked out for a period of two weeks (except as indicated at the end of a semester) and may be renewed if not requested by another reader. **A STUDENT MUST PRESENT HIS/HER VALIDATED I.D. CARD WHEN CHECKING OUT MATERIALS.**

Reserve books, which are kept at the circulation desks, constitute a category of books upon which circulation restrictions have been placed. In general, reserve books are to be used in the Centers and may be checked out for home use only when the resource centers are closed.

Reference books are selected to support the community college program. Because they are used continually and the information in them must be available at all times, these materials do not normally circulate for home use. These books are distinguished from the books which students may check out not only by their location in separate areas but also by the letter "R" above the call numbers on the spine of the books. Among the various types of books found in the Reference collections are atlases, bibliographies, dictionaries, encyclopedias, handbooks, and indexes.

Magazines add a wealth of material to the Centers' collections. The Hinds District Resources Centers subscribe to over 1,200 periodicals. Current issues of the magazines are arranged alphabetically by title on open display shelves in the Centers. Back files of the periodicals are available in paper and/or microform. Periodical indexes are provided for student use. The magazine collection is restricted to "in-house" use.

Audiovisual materials require special equipment for their use and therefore are designed to be used in the Centers.

MEDIA SERVICES

The Department of Media Services operates a center for the Raymond Campus. This center, located in the lower level of the McLendon Library, includes a learning lab equipped with microcomputers, videotape viewing areas, and audio tape players, filmstrip and slide viewers, five classrooms, and a production facility.

Students using the Learning Lab may check out materials at the check-out area where catalogs listing current holdings of the Media Center are located. The Learning Lab also has microfiche readers that index the materials available for use.

Students, faculty and staff may use all media material located in the Media Services Center. Media used in campus classrooms may be viewed and/or reviewed by students in the Learning Lab.

The Center has five mediated classrooms which provide the wide variety of media for instruction. Students may also use the classrooms to view films and for small group use of all media material. One classroom, equipped with TDD telephone and closed captioned TV, has been designated for use by the Deaf and Hearing Impaired Services Program.

In addition to the Learning Lab and classrooms, the Media Services Center houses a complete production facility, including a darkroom, transparency production, basic graphic production, 35mm slide copying, multi-image production, audio tape production, and a fully equipped television studio and video editing facility.

HONORS PROGRAM

The mission of Hinds Community College Honors (HCCH) Program is to provide an enhanced and supportive learning environment for outstanding students. The Honors Program curriculum features: designated core-curriculum honors course sections, seminars, interdisciplinary studies, independent study, research opportunities, international study and leadership development. Special co-curricular activities and field trips are also part of the Honors Program. Individual and group counseling are provided through the College counseling offices and the HCCH Center. HCCH students are given priority in scheduling courses at HCC. The program also helps honors students locate and apply for scholarships at four-year institutions and schedules campus visits and introductions to honors programs at four-year institutions. The HCCH Program works closely with Phi Theta Kappa and other honorary scholastic societies with HCC chapters to encourage and reward academic excellence.

A complete course description for each course is found under the department's list of courses. All courses meet core curriculum requirements. These courses may be transferred to other institutions as honors credits.

| | | |
|-----|------|---|
| ART | 1143 | Honors Art Appreciation |
| BIO | 1153 | Honors General Biology I |
| BIO | 1151 | Honors General Biology I Laboratory |
| BIO | 1163 | Honors General Biology II |
| BIO | 1161 | Honors General Biology II Laboratory |
| CHE | 1253 | Honors General Chemistry I |
| CHE | 1263 | Honors General Chemistry II |
| ECO | 2153 | Honors Macroeconomics |
| ENG | 1213 | Honors Composition I |
| ENG | 1223 | Honors Composition II |
| ENG | 2353 | Honors English Literature I |
| ENG | 2363 | Honors English Literature II |
| ENG | 2453 | Honors World Literature I |
| ENG | 2463 | Honors World Literature II |
| HIS | 1143 | Honors Western Civilization I |
| HIS | 1153 | Honors Western Civilization II |
| HIS | 2243 | Honors American (US) History I |
| HIS | 2253 | Honors American (US) History II |
| HUM | 1911 | Honors Forum I |
| HUM | 1921 | Honors Forum II |
| HUM | 1923 | Honors Forum II (with lab) |
| HUM | 2911 | Honors Forum III |
| HUM | 2921 | Honors Forum IV |
| HUM | 1943 | Honors Forum IV (with lab) |
| MAT | 1653 | Honors Calculus I |
| MAT | 1651 | Honors Calculus I Computer Laboratory |
| MAT | 1663 | Honors Calculus II |
| MAT | 1661 | Honors Calculus II Computer Laboratory |
| MUS | 1153 | Honors Music Appreciation |
| PHI | 2153 | Honors Intro to Philosophy I |
| SOC | 2173 | Honors Intro to Sociology |
| SPT | 1163 | Honors Oral Communications (Principles of Speech) |

Students interested in receiving more information about the HCCH Program, specific honors courses, contract courses, advanced courses, international studies, HCCH scholarships, and HCCH co-curricular activities should contact the HCCH Center on the Raymond Campus at (601) 857-3531

HONORS PROGRAM GENERAL REQUIREMENTS

| A. Reasoning and Communication Skills | Hours |
|---|-------|
| English Composition | 6 |
| Required: ENG 1213*, 1223* | |
| Mathematics | 3 |
| Required: MAT 1313 or higher (MAT 1653*, 1663*) | |
| Communications | 3 |
| Required: SPT 1163* (SPT 1113) | |
| Honors Forum | 4 |
| Required: HUM 1911*, 1921*, 2911*, 2921* | |

Honors Program continued next page.

B. Humanities and Fine Arts

| | | |
|------------------------------------|--|-------|
| Fine Arts | | 3-6 |
| Required: | ART 1143* (ART 1113) or MUS 1153* (MUS 1113) or SPT 1213 | |
| Literature, History and Philosophy | | 12-15 |
| Required: | HIS 2243*, 2253* (HIS 2213, 2223) or HIS 1143*, 1153* (HIS 1113, 1123) | |
| Required: | ENG 2353*, 2363* (ENG 2323, 2333) or ENG 2453*, 2464* (ENG 2423, 2433) | |
| Recommended: | PHI 2153* (PHI 2113) | |
| Foreign Language | | 12 |
| Recommended: | Second-year proficiency; either 2 years of a single language in high school with GPA of B or better or 12 hours college credit | |

C. Social and Behavioral Sciences

| | | |
|--------------|--|---|
| Recommended: | 9 hours total, in Honors sections as offered, with no more than 6 hours from any one discipline, in SOC 2173*; ECO 2153*; PSY 1513, 1523, 2553; PSC 1113, 1123, 2113 | 9 |
|--------------|--|---|

D. Natural and Applied Sciences

| | | |
|---------------------|--|---|
| Laboratory Sciences | | 8 |
| Required: | BIO 1153*, 1151* and BIO 1163*, 1161* or all other BIOs except for BIO 1132 and 1142 or CHE 1253*, 1251* and CHE 1263*, 1261* or all other CHEs or all PHYs except for PHY 1113 or all GLYs. | |

E. Professional Skill Development

| | | |
|------------------------------------|--|---|
| Organizational and Research Skills | | |
| Required: | EDU 1433*, Honors Skills for Excellence | 3 |
| Recommended: | PHI 2713, Logic | 3 |
| Recommended: | Computer proficiency in word-processing and internet use or CSC 1123 or BAD 2533 | 3 |
| Leadership Development | | |
| Recommended: | EDU 1813 and 1823 | 6 |

F. Health and Fitness

| | | |
|--------------------|--|---|
| Physical Education | | |
| Required: | HPR 1111, 1121 (may substitute marching band MUO 1111, 1121) | 2 |
| Recommended: | HEC 1253, Nutrition | 3 |

The recommended core is 64-70 hours; the minimum core is 44 hours, 24 of which must be taken in Honors Courses.

Requirements for graduation from Hinds Community College and the Honors Program:

1. Completion of Honors Program General Education minimum requirements.
2. Completion of a minimum of 26 of the General Education hours in Honors courses.
(Required: ENG 1213*, 1223*; HUM 1911*, 1921*, 2911*, 2921*; EDU 1433*, 1311* Honors Orientation)
3. Overall minimal GPA of 3.0 at graduation.

* Honors courses

BRITISH STUDIES PROGRAM

Hinds Community College is a member of an academic consortium of several colleges and universities in the southern and southwestern United States supporting an international study program entitled British Studies Program. The British Studies Program is a residential summer session offered annually during July and August in London, England.

While allowing participants ample free time for independent travel, the session offers upper division undergraduate and graduate coursework. Students can earn up to eight semester hours by participating in the British Studies Program.

In this program, the majority of on-site lecturing is coordinated by local British scholars, exposing students to leading experts in their fields. Five-week and three-week courses in a wide range of academic disciplines including humanities, business, education, fine arts, etc., are offered through the British Studies Program.

A mini-break is also scheduled to allow time for personal travel outside of London, along with low-cost optional day tours to general places of interest. Paris, Scotland, Cambridge, Dover, Canterbury, Bath, and Stonehenge are often included.

RESOURCE AND COORDINATING UNIT FOR ECONOMIC DEVELOPMENT

Strong economic development requires that business and industry have access not only to a skilled work force but also to well educated and highly motivated workers. Hinds Community College established the Resource and Coordinating Unit for Economic Development office (RCU) to work with local business, industry, and government to expand the economic base through customized training, consulting, and development.

Divisions of the Resource and Coordinating Unit for Economic Development which enables us to accomplish our goals are: Computer Skills Labs; Business and Government Services; Industrial Services; Mobile Literacy Units; Adult Basic Education, Continuing Education Services; Tech-Prep Coordination; Faculty In-Service Training; and the Small Business Development Center and International Trade Center; and the recent addition of our One-Stop Career Center.

ADULT BASIC EDUCATION AND CONTINUING EDUCATION

Non-credit services are provided through this office of Hinds Community College. These services represent the outreach aspect of the institution.

The Adult Basic Education and Continuing Education Services provide course work in Adult Basic Education (ABE); General Education Development Test Preparation (GED); Adult Vocational Education (AVE); and Child Development Associates (CDA).

Adult Basic Education classes are provided for adults who lack basic literacy skills. Classes are offered at various locations throughout the District.

General Education Development Test Preparation classes are provided for persons who possess basic literacy skills but may not feel they are ready to attempt the GED test.

Adult Vocational Education classes are provided for those who desire to continue to upgrade their skills. Classes are scheduled at any Hinds Community College location. AVE classes may or may not follow the general college calendar.

BUSINESS AND GOVERNMENT SERVICES

The Business and Government Services Division of the RCU works with local business and government to expand the economic base through customized training, consulting and development.

Some of the training programs available to business and government include: Supervisory Management Skills in the areas of Communication, Stress and Time Management, Motivation, Managing Change, Team Building, Problem Solving, Delegating, Conflict Management; Marketing Skills in Tele-Marketing, Telephone Etiquette, Professional Development, Customer Service, Selling, Advertising, and Visual Merchandising Techniques; and specialized courses in Entrepreneurship, Financial Management, Career Counseling, Test Taking Skills, Zenger-Miller, Total Quality Management, and Presentation Skills.

COMMUNITY SERVICES

This aspect of the Continuing Education Office provides special services for the community. This service participates in joint venture activities with other state and private organizations and agencies; as well as sole, self initiated efforts. The special services include: seminars, workshops and conferences.

Child Development Associates course work is provided by Hinds Community College in conjunction with the Child Development Associate, Inc. (Washington, DC). Courses are designed to increase the knowledge and skills of teachers of Headstart agencies. Successful completion of this structured program qualifies the participants for certification by national standards.

COMPUTER SKILLS TRAINING

RCU offers short-term computer workshops with curriculums developed specifically to meet the needs of business and industry. RCU has two computer labs, two full-time instructors, and several part-time instructors who provide customized computer training for business and industry. RCU can also conduct on-site training. Some workshops taught through RCU are: MS DOS; Enable; Lotus 1-2-3; WordPerfect; dBase III and IV; QuattroPro; and many others including advanced workshops.

CONTINUING EDUCATION ACTIVITIES (CEA)

Continuing Education Activity courses are administered by the Office of Continuing Education on the Raymond Campus. These courses are designed in varying lengths and on any topic that may be of interest to a group of people for personal enrichment. A record of satisfactory participation may be obtained but semester hours of credit are not awarded. These classes may or may not follow the college calendar.

INDUSTRIAL SERVICES

A wide range of credit and non-credit college courses are available to business and industry through the Director of Industrial Services. These offerings may come from the Catalog or may be designed specifically for a given company. State funds are available to support many of these programs when they are used for new and expanded industry. Contact should be made with the Director of Industrial Services on the Raymond Campus at (601) 857-3387.

MOBILE LITERACY UNITS

RCU has two 28-foot mobile labs used to conduct Basic Skills classes at on-site locations in the Jackson and Vicksburg areas. Computers are used to assist individuals in achieving their goal of upgrading skills and, in some cases, completion of the GED. Training consists of kindergarten through 12th grade. Students work at their own pace on a schedule compatible with their daily work schedule.

SMALL BUSINESS DEVELOPMENT CENTER AND INTERNATIONAL TRADE CENTER

The Small Business Development Center (SBDC) and International Trade Center (ITC) provide one-to-one confidential counseling and training assistance in all aspects of small business management and international trade.

SBDC services range from help with financial, marketing, production, organization, and technical problems to the development of feasibility studies. The ITC provides assistance on "how to" export and import.

Special programs exist for inventors with patentable products, procurement of matching assistance, business financing information, and small business incubators.

TECHNICAL PREPARATION (TECH-PREP) EDUCATION PROGRAM

The Tech-Prep Project will include the development and operation of four-year articulated programs designed to provide two years of tech-prep education in secondary schools leading to an Associate Degree or a two-year certificate. This project will provide, in a strong systematic manner, the comprehensive link between secondary schools and post-secondary educational institutions.

RCU'S ONE-STOP CAREER CENTER

The mission of the RCU's One-Stop Career Center is to prepare students, individuals or displaced employees to go to work or change jobs. A four-program approach is taken to prepare individuals needing specific skills for today's job market demands. These include Assessment, Workforce Readiness, Cooperative Education and Job Placement Services.

ASSESSMENT

During assessment, individuals are tested for basic skills, aptitudes, interests, work values and learning styles. Assessment results lead to the identification of career objectives.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Community College Office of Cooperative Education and Placement. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours a week under this plan to receive veterans benefits.) **UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.**

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College. For more information, contact the Office of Cooperative Education and Placement at (601) 857-3341 or (601) 57-3384.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. Also, a resume service is provided for a nominal fee. For more information, contact the Office of Cooperative Education and Placement at (601) 857-3341 or 857-3384.

WORKFORCE READINESS

During training, individuals who lack job skills will have access to the latest instructional technology through workforce readiness instruction. This instruction will include: preparing a resume, reviewing interview techniques, conducting a job market campaign, enhancing self esteem, and developing appropriate job skills.

CAMPUS SERVICES AND SERVICE FACILITIES

Information concerning the following services and facilities can be found in the **Student Handbook**.

| | |
|---|---------------------------------|
| Bookstores | ID Card |
| Cafeteria/Deli | Laundry |
| Campus Police Department | Lost and Found |
| College Office Hours | Motor Vehicles on Campus |
| Convenience Store | Post Office |
| Eagle Ridge Golf Course/Raymond Lake | Student Union |
| Health Services | |

STUDENTS WITH DISABILITIES

Hinds Community College seeks to comply with the letter, intent and spirit of the Americans with Disabilities Act of 1990. We invite any faculty, staff or student who has a disability which requires special assistance to bring it to the attention of the college.

Facilities, services and activities of the college are made fully accessible to students with disabilities. A full-time counselor has been assigned to work with these students to determine their particular needs.

The following services are available to students with disabilities:

1. Wheelchair ramps, elevators, and restrooms are provided in instructional buildings and libraries. (At all locations)
2. Special parking areas are designated for handicapped students, employees, and visitors. (At all locations)
3. Wheelchair ramps, elevators, and rest rooms are provided in residence halls. (At Raymond and Utica Campuses)
4. Telecommunication devices (TDD), decoders for closed captioned TV viewing, flashing fire alarms and doorbells, and interpreters are provided for deaf and hard of hearing students. (At Raymond Campus)
5. Special assistance is given to the visually impaired by the provision of readers, part-time guides, library visual aid interpreting equipment including braille textbooks, tape textbooks, Visual Tech, and braille typewriters. (At Raymond Campus)
6. The Disability Support Services Department provides tutorial and other support services for a number of students who qualify through federal guidelines for Student Support Services for Disadvantaged Students. (At Raymond and Utica Campuses)

STUDENT ACTIVITIES, ORGANIZATIONS AND PUBLICATIONS

Hinds Community College promotes and provides four student publications and a wide variety of activities and organizations. These groups include religious, social, service, academic and interest orientations to meet student needs.

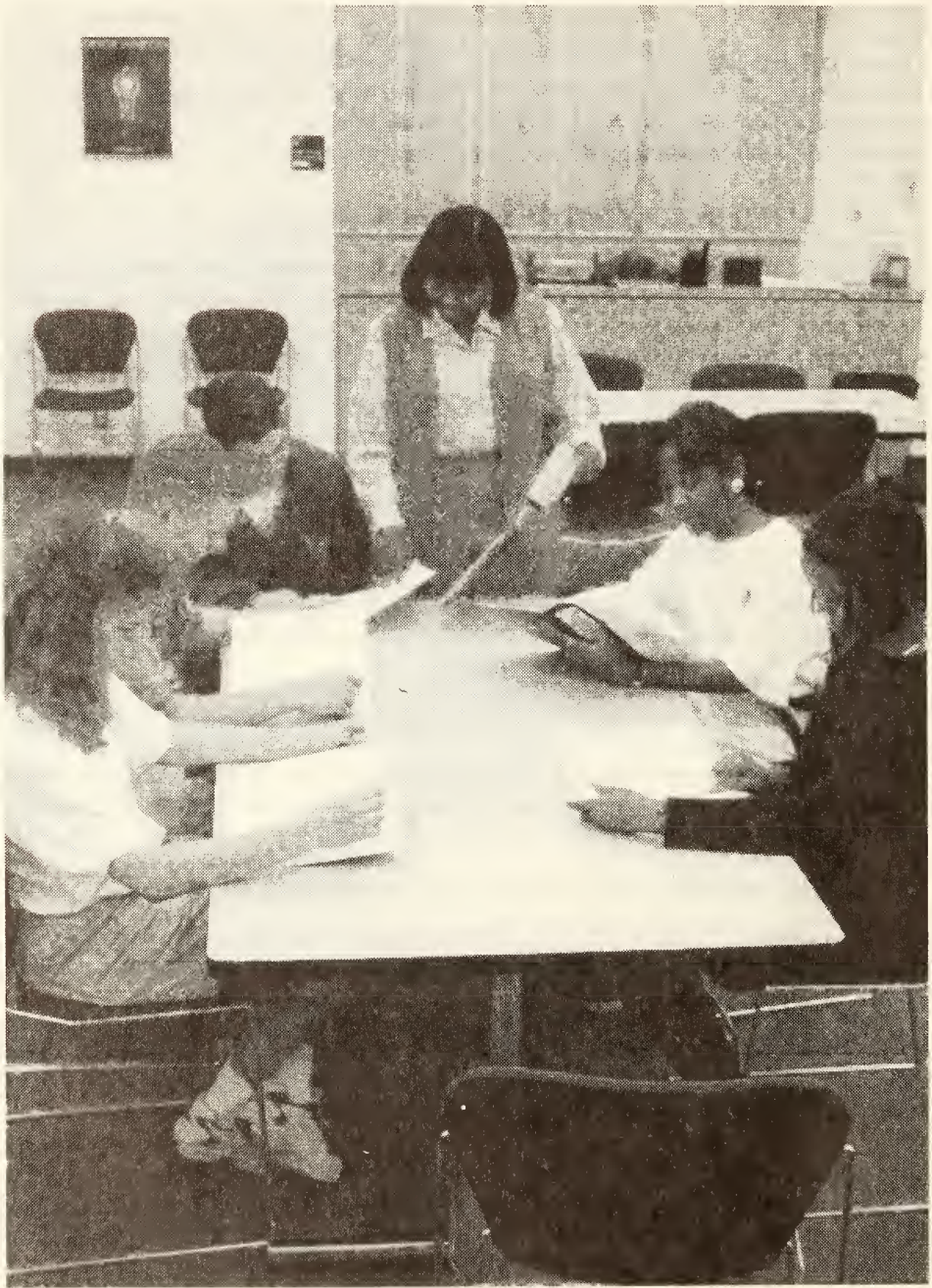
Campus, branch, or center student organizations, managed by students under faculty guidance, afford opportunities for growth in character, citizenship, leadership, and social poise. The activities, organizations, and publications are listed according to availability at a respective campus, branch or center. See complete listings and the Student Publications Policy in the **Student Handbook**.

STUDENT COMPLAINT PROCEDURE

A student may make a verbal or written complaint which must include all pertinent information to the appropriate dean at the location he/she attends. If not resolved, the complaint may be submitted through the due process procedures as outlined in the **Student Handbook** or other legal documents of the College.

INTERCOLLEGIATE ATHLETICS

Hinds Community College is a member of the Mississippi Junior College Athletic Association and National Junior College Athletic Association. Varsity athletics at the Raymond Campus include: Football, Baseball, Golf, Softball, Track and Soccer. Varsity Athletics at the Utica Campus include: Men and Women's Basketball, Baseball, Men and Women's Tennis. For more information please see the **Student Handbook**.



IV

Academic Programs and Course Descriptions

ACADEMIC PROGRAMS OF STUDY

Academic students are those who schedule course work to meet requirements for graduation from Hinds Community College with an Associate of Arts Degree (AA) and/or to transfer course work to a senior college in pursuit of a Baccalaureate Degree. An academic student may earn an Associate of Arts Degree in one of two ways:

1. Complete the General Program of Study as listed in this catalog.
- OR
2. Complete the first two years of any baccalaureate program of study found in any four-year college or university catalog which has become effective since the student began his college studies.

Students who plan to enter Mississippi public universities should be aware of the transfer requirements that may apply in their particular cases. These requirements vary with age, ACT score, high school preparation, and high school GPA.

Generally, one-half of the hours required for a bachelor's degree may be transferred from a community college and applied to that degree at a four-year college or university. Hinds Community College maintains a close working relationship with all Mississippi senior colleges to insure that all academic courses which are intended to transfer will do so. Individual articulation agreements are maintained with selected colleges as well as a formal overall Articulation Agreement between the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges, outlining over 160 articulated programs of study.

Because of the wide variety of program requirements among the senior colleges to which Hinds academic students transfer, this catalog does not contain specific academic programs. Instead, listed below are some of the program areas that a student may pursue at Hinds.

*First Year Only

| | |
|-------------------------------------|------------------------------------|
| Accountancy | Coaching and Sports Administration |
| Accounting | Commercial Aviation |
| Agriculture | Communications |
| Agribusiness | Community and Regional Planning |
| Agricultural Economics | Computer Science |
| Agricultural Education and | Criminal Justice |
| Experimental Statistics | Dietetics |
| Agricultural Engineering Technology | Distributive Education |
| and Business | Economics |
| Agricultural Pest Management | Education |
| Agronomy | Elementary |
| Animal and Dairy Science | Secondary |
| Entomology | Special |
| Food Science Technology | Education of the Deaf |
| General Agriculture | Engineering |
| Horticulture | Aerospace |
| Landscape Architecture | Biological |
| Poultry Science | Chemical |
| American Studies | Civil |
| Anthropology | Computer |
| Architecture* | Electrical |
| Art | Geological |
| Athletic Trainer | Industrial |
| Biochemistry | Mechanical |
| Biology | Nuclear |
| Biomedical Sciences | Petroleum |
| Broadcast Journalism | Engineering Technology |
| Business Administration | Agricultural and Business |
| Advertising | Architectural |
| Economics | Computer |
| Finance | Construction |
| General Business | Electronics |
| Management | Industrial |
| Marketing | Mechanical |
| Business Education | English |
| Business Information Systems and | Environmental Health |
| Quantitative Analysis | Environmental Science |
| Chemistry | Exercise Science |
| Clothing and Textiles | Family and Human Development |

| | |
|--|------------------------------------|
| Family Life Studies | Nursing (Transfer) |
| Fashion Merchandising | Nutrition and Dietetics |
| Foods and Nutrition | Occupational Therapy |
| Food Science Technology | Office Administration |
| Foreign Languages | Paralegal Studies |
| Forensic Science | Philosophy |
| Forestry | Physical Therapy |
| Geography | Physics and Astronomy |
| Geology* | Political Science |
| Health Information Technology (Medical Records Administration) | Polymer Science |
| Health, P.E. and Recreation | Psychology |
| History | Pre-Dentistry |
| Home Economics | Pre-Law |
| Hotel and Restaurant Administration | Pre-Medicine |
| Human Development and Family Studies | Pre-Optometry |
| Humanities | Pre-Pharmacy |
| Industrial Arts Education | Pre-Veterinary Science |
| Industrial Technology | Public Administration |
| Institutional Management | Radio, T.V., and Film |
| Interior Design | Recreation |
| International Studies | Religious Studies |
| Journalism | Social and Rehabilitative Services |
| Law Enforcement | Social Science |
| Liberal Arts | Social Work |
| Library Science | Sociology |
| Linguistics | Southern Studies |
| Mass Communications | Speech Communication |
| Mathematics | Speech Pathology/Audiology |
| Medical Technology (Clinical Lab Sciences) | Theatre |
| Meteorology | Transportation |
| Microbiology | Urban Studies |
| Music (Brass, Guitar, Organ, Percussion, Piano, Woodwinds, Strings, Voice) | Wildlife and Fisheries |
| | Zoology |

GENERAL PROGRAM OF STUDY

| | |
|---|-------|
| English * | 12 SH |
| College Algebra (MAT 1313) or higher . | 3 SH |
| Laboratory Science ** | 6 SH |
| History | 6 SH |
| Fine Arts *** | 3 SH |
| Oral Communications | 3 SH |
| Physical Education, Military Science or Marching Band | 2 SH |
| Electives **** | 29 SH |
| | 64 SH |

* English Composition I and II or honors equivalent (ENG 1113, 1123 or 1213, 1223) AND six semester hours of literature. ENG 1103 or 1203 will not satisfy this requirement.

** Any AGR, BIO, CHE, GLY, or PHY courses which include the equivalent of a minimum of two semester hours (four contact hours) of laboratory experience. Some four-year colleges and universities require eight (8) semester hours..

*** As approved by academic program advisor or counselor. Acceptable courses include those in ART, MUA, MUS, and SPT (SPT 1213 or higher numbered theatre courses). Some four-year colleges or universities will not accept applied courses in art and music as meeting the fine arts requirement.

* * * * Notes:

(1) Electives may be chosen from any of the following academic areas:

| | |
|-------------------------------|-----------------------------------|
| (ACC) Accounting | (HPR) Health, P.E. and Recreation |
| (AGR) Agriculture | (HIS) History [*] |
| (ART) Art | (HEC) Home Economics |
| (BIO) Biology | (HUM) Humanities |
| (BAD) Business Administration | (IED) Industrial Education |
| (CHE) Chemistry | (JOU) Journalism |
| (COM) Communication | (MAT) Mathematics |
| (CSC) Computer Science | (MSC) Military Science |
| (COE) Cooperative Education | (MFL) Modern Language |
| (CRJ) Criminal Justice | (MUA,MUO,MUS) Music |
| (ECO) Economics | (PHI) Philosophy and Bible |
| (EDU) Education | (PHY) Physics |
| (EGR) Engineering | (PSC) Political Science |
| (ENG) English | (PSY,EPY) Psychology |
| (GEO) Geography | (REA) Reading |
| (GLY) Geology | (SOC) Sociology |
| (GRA) Graphics | (SPT) Speech and Theatre |

(2) Technical courses may be used as electives if approved by the academic program adviser or counselor.

CRIMINAL JUSTICE

The Criminal Justice program of study leads to the AAS degree and prepares the student to fill a position in a municipal, state, or federal law enforcement agency.

FRESHMAN

| | | |
|----------|--|--------------|
| CRJ 1313 | Introduction to Criminal Justice | 3 SH |
| CRJ 2323 | Criminal Law | 3 SH |
| CRJ 2333 | Criminal Investigation | 3 SH |
| CRJ 2413 | Administration of Criminal Justice I | 3 SH |
| ENG 1113 | English Composition I | 3 SH |
| ENG 1123 | English Composition II | 3 SH |
| | PE, Military Science or March Band | 2 SH |
| PSC 1113 | American National Government | 3 SH |
| PSC 1123 | American State and Local Government..... | 3 SH |
| SOC 2113 | Introduction to Sociology..... | 3 SH |
| SOC 2133 | Social Problems | 3 SH |
| | | 32 SH |

**SOPHOMORE
Officer Training**

| | | |
|----------|-----------------------------|------|
| PSY 1513 | General Psychology I | 3 SH |
| PSY 1523 | General Psychology II | 3 SH |
| SPT 1113 | Oral Communications | 3 SH |
| * | Math or Science | 3 SH |
| HPR 2213 | First Aid..... | 3 SH |
| ** | Electives | 6 SH |

12 semester hours chosen from the following courses:

| | | |
|----------|--|------|
| CRJ 1323 | Police Administration and Organization. | 3 SH |
| CRJ 1363 | Corrections..... | 3 SH |
| CRJ 1383 | Criminology | 3 SH |
| CRJ 2313 | Police Operations | 3 SH |
| CRJ 2393 | Criminalistics | 3 SH |
| CRJ 2513 | Law Enforcement and the Juvenile | 3 SH |

33 SH

* MAT 1313 (or higher) Laboratory Science

** Selected with approval of program adviser

NURSING SCIENCE ASSOCIATE DEGREE PROGRAM IN NURSING

Program Description: Associate Degree Nursing is a two-year program which prepares the graduate to perform as a generalist who is capable, responsible, and accountable for providing nursing care in multiple settings. Associate degree nurses function as providers of care, managers of care, and members of the discipline of nursing. The graduate is prepared to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Licensure of registered nurses is regulated by the Mississippi Board of Nursing. Conviction of a misdemeanor or felony offense may be grounds for refusal by the board to issue a license. This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning and the National League for Nursing Accrediting Commission, 350 Hudson Street, New York, New York 10014, Phone – (212) 989-9393.

NOTE: For selection to the Associate Degree Program In Nursing see the criteria section of this catalog.

PREREQUISITES TO NURSING SCIENCE COURSES

| | | | |
|-----|------|--|-------|
| BIO | 2511 | Human Anatomy and Physiology Laboratory I | 1 SH |
| BIO | 2513 | Human Anatomy and Physiology I | 3 SH |
| BIO | 2521 | Human Anatomy and Physiology Laboratory II | 1 SH |
| BIO | 2523 | Human Anatomy and Physiology II..... | 3 SH |
| MAT | 1313 | College Algebra | 3 SH |
| | | | 11 SH |

Freshman First Semester

| | | | |
|-----|------|-----------------------------|-------|
| ENG | 1113 | English Composition I | 3 SH |
| NUR | 1140 | Nursing Seminar | 0 SH |
| NUR | 1119 | Nursing Science I..... | 9 SH |
| PSY | 1513 | General Psychology I | 3 SH |
| | | | 15 SH |

Second Semester

| | | | |
|-----|------|------------------------------------|-------|
| ENG | 1123 | English Composition II | 3 SH |
| EPY | 2533 | Human Growth and Development | 3 SH |
| NUR | 1220 | Nursing Seminar | 0 SH |
| NUR | 1229 | Nursing Science II | 9 SH |
| SOC | 2113 | Introduction to Sociology | 3 SH |
| | | | 18 SH |

Sophomore First Semester

| | | | |
|-----|------|--------------------------|-------|
| BIO | 2921 | Microbiology Lab | 1 SH |
| BIO | 2923 | Microbiology..... | 3 SH |
| NUR | 2130 | Nursing Seminar | 0 SH |
| NUR | 2139 | Nursing Science III..... | 9 SH |
| | | | 13 SH |

Second Semester

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| NUR | 2241 | Nursing Seminar | 1 SH |
| NUR | 2249 | Nursing Science IV | 9 SH |
| SPT | 1113 | Oral Communications | 3 SH |
| | | | 13 SH |

ART

- ART 1113** **Art Appreciation** **3 SH**
(Understanding the Visual Arts)
A simple approach to the understanding of the visual arts (drawing, architecture, sculpture, paintings, graphics, minor and industrial arts) on a conceptual basis. (3 hr lecture)
- ART 1143** **Honors Art Appreciation** **3 SH**
A critical approach to the understanding of the artist and his media, psychology, design elements and principles, and historical content with emphasis on gallery and museum trips, hands-on experiences and research papers. (3 hr lecture)
- ART 1213** **Introductory Art** **3 SH**
(Art Survey)
A course designed to familiarize the student with the fundamental elements of design, drawing, and painting and to develop a useful and meaningful vocabulary. A study of the work of prominent artists. Creative work in several different media and approaches. (3 hr directed lab)
- ART 1243** **Inventive Crafts** **3 SH**
A survey of art-craft ideas and production methods. Emphasis on creative invention. (3 hr lecture)
- ART 1313** **Drawing I** **3 SH**
Study of basic principles of drawing methods and techniques with emphasis on line, perspective, light and shadow. Perceptual and manipulative exercises using basic drawing materials and techniques. (6 hr lecture studio)
- ART 1323** **Drawing II** **3 SH**
(Prerequisite: ART 1313) Drawing with selected media with emphasis on composition in studies using a variety of subjects. (6 hr lecture studio)
- ART 1383** **Beginning Photography** **3 SH**
(Prerequisite: None) An introduction to theory, practice and history of black and white photography. Emphasis will be on the 35 mm camera, developing, printing, composition and presentation. (1 hr lecture, 5 hr lab)
- ART 1393** **Advanced Photography** **3 SH**
(Prerequisite: ART 1383) Advanced camera and darkroom techniques with introduction to color slide developing and medium format camera. (1 hr lecture, 5 hr lab)
- ART 1413** **Design I** **3 SH**
Emphasis on principles, elements and materials in visual design. Introduction to theory and terms. Use of composition and color theory. (6 hr lecture studio)
- ART 1423** **Design II** **3 SH**
(Prerequisite: ART 1413) Continuation of basic principles and elements of design. Study of methods and techniques in contemporary design. (6 hr lecture studio)
- ART 1811** **Exhibition Class I** **1 SH**
(Prerequisite: Permission of the instructor) An introduction to gallery management. Experience in scheduling exhibitions, hanging shows, designing brochures, and planning receptions. (1/2 hr lecture, 1 1/2 hr lab)
- ART 1821** **Exhibition Class II** **1 SH**
(Prerequisite: Exhibition Class I and permission of the instructor.) A continuation in the study of gallery management. Further experience in scheduling exhibitions, hanging shows, designing brochures, and planning receptions. (1/2 hr lecture, 1 1/2 hr lab)
- ART 1913** **Art for Elementary Teachers** **3 SH**
Designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media. (3 hr lecture)
- ART 2333** **Printmaking I** **3 SH**
(Prerequisite: ART 1323) An introduction to the stencil, relief and intaglio processes in printmaking. (6 hr lecture studio)
- ART 2353** **Figure Drawing I** **3 SH**
(Prerequisite: ART 1323) Drawing from the live model in various media. A study of proportion in the human figure through use of contour, gesture, and modeled drawing. (6 hr lecture studio)
- ART 2363** **Figure Drawing II** **3 SH**
(Prerequisite: ART 2353) Introduction to fluid media. Emphasis on composition and draftsmanship. (6 hr lecture studio)

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| ART 2513 | Painting I | 3 SH |
| (Prerequisite: ART 1323, 1413) Introduction to painting media, materials and techniques. (6 hr lecture studio) | | |
| ART 2523 | Painting II | 2 SH |
| (Prerequisite: ART 2513) Advanced problems in different media. (6 hr lecture studio) | | |
| ART 2613 | Ceramics I | 3 SH |
| Principles and methods of making pottery by hand using slab, coil, hump mold, clay sculpture and other pottery techniques with an introduction to the potter's wheel. (6 hr lecture studio) | | |
| ART 2623 | Ceramics II | 3 SH |
| (Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (6 hr lecture studio) | | |
| ART 2633 | Basic Sculpture Techniques I | 3 SH |
| Emphasis on modeling clay with introductions to carving and assemblage techniques. (6 hr lecture studio) | | |
| ART 2713 | Art History I | 3 SH |
| Survey course. Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history. Open to all students. (3 hr lecture) | | |
| ART 2723 | Art History II | 3 SH |
| Survey course. Renaissance to Twentieth Century. Special emphasis on modern expression in painting, sculpture and architecture. Open to all students. (3 hr lecture) | | |
| ART 2913 | Special Studio | 3 SH |
| (Prerequisite: Six hours of courses in the area selected for special studio and recommendation by the art faculty) Independent study in an area of special interest. Course designed for the exceptional student. (6 hr studio) | | |

BIOLOGY

NOTE: Each biology lecture class must be accompanied by a corresponding laboratory class unless the student has previously earned credit in the laboratory, either at Hinds or elsewhere. Any student withdrawing from either lecture or laboratory must withdraw from both at the same time except during the last week of the drop period.

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| BIO 1131 | General Biology Laboratory I | 1 SH |
| (Co-requisite: BIO 1132) Hands-on investigations of biological chemistry, cellular structure and metabolism, and animal organ systems. (2 hr lab) | | |
| BIO 1133 | General Biology I | 3 SH |
| (Co-requisite: BIO 1131) Basic principles of biological science dealing specifically with cell chemistry, structure and metabolism, and a survey of animal organ systems. (3 hr lecture) | | |
| BIO 1141 | General Biology Laboratory II | 1 SH |
| (Co-requisite: BIO 1142) Hands-on investigations of Mendelian genetics, representatives of the five kingdoms, and ecology. (2 hr lab) | | |
| BIO 1143 | General Biology II | 3 SH |
| (Co-requisite: BIO 1141) Basic principles of genetics, survey of structure and diversity of the five kingdoms, and ecology. (3 hr lecture) | | |
| BIO 1151 | Honors General Biology I Laboratory | 1 SH |
| (Co-requisite: BIO 1153) Hands-on investigations of biological chemistry, cellular structure, metabolism and genetics. (2 hr lab) | | |
| BIO 1153 | Honors General Biology I | 3 SH |
| (Co-requisite: BIO 1151) Introduction to biological science, emphasizing cellular organization and physiology, genetics, evolution and basic ecological concepts. Special projects, activities, field trips and hands-on experiences will be emphasized. (3 hr lecture) | | |
| BIO 1161 | Honors General Biology II Laboratory | 1 SH |
| (Prerequisites: BIO 1151, 1153; Co-requisite: BIO 1163) Hands-on investigations of animal organ systems, representative of the five kingdoms, and ecology. (2 hr lab) | | |
| BIO 1163 | Honors General Biology II | 3 SH |
| (Prerequisites: BIO 1151, 1153; Co-requisite: BIO 1161) Introduction to biological science, emphasizing diversity of organisms, including their comparative and ecological relationships. Special projects, activities, field trips and hands-on experience will be emphasized. (3 hr lecture) | | |

This program continued on next page.

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| BIO 1311 | Botany Laboratory I | 1 SH |
| (Co-requisite: BIO 1313) Laboratory to accompany Botany I. Topics include the microscope, cell mitosis, plant anatomy and physiology. (2 hr lab) | | |
| BIO 1313 | Botany I | 3 SH |
| An introduction to the biology of plants. Topics include the properties and phenomena exhibited by plant life: plant physiology, anatomy and morphology, and development. (3 hr lecture) | | |
| BIO 1321 | Botany Laboratory II | 1 SH |
| (Co-requisite: BIO 1323) Laboratory to accompany Botany II. Topics include representative algae, fungi, bryophytes, and vascular plants. (2 hr lab) | | |
| BIO 1323 | Botany II | 3 SH |
| (Co-requisite: BIO 1321) A survey of algae, fungi, bryophytes, and vascular plants including plant genetics and life cycles. (3 hr lecture) | | |
| BIO 2311 | Dendrology Laboratory | 1 SH |
| (Co-requisite: BIO 2312) Laboratory and field identification of woody plants with emphasis on Mississippi trees. (3 hr lab) | | |
| BIO 2312 | Dendrology | 2 SH |
| (Prerequisite: BIO 1313; Co-requisite: BIO 2311) Identification, recognition and morphological characteristics of woody plants. (2 hr lecture) | | |
| BIO 2411 | Zoology Laboratory I | 1 SH |
| (Pre/Co-requisite: BIO 2413) Laboratory to accompany BIO 2413, emphasizing laboratory applications of lecture concepts: cell structure, division, and physiology; survey and dissection of invertebrates. (2 hr lab) | | |
| BIO 2413 | Zoology I | 3 SH |
| (Co-requisite: BIO 2411) An introductory biology course for science-related majors emphasizing concepts of cell structure and physiology followed by a phylogenetic approach to invertebrates. (3 hr lecture) | | |
| BIO 2421 | Zoology Laboratory II | 1 SH |
| (Co-requisite: BIO 2423) Laboratory to accompany BIO 2423, emphasizing laboratory applications of lecture concepts: reproduction, heredity, vertebrate survey and dissection of vertebrates, comparative study of systems, and ecology. (2 hr lab) | | |
| BIO 2423 | Zoology II | 3 SH |
| (Prerequisite: BIO 2413; Co-requisite BIO 2421) Zoology II is a continuation of Zoology I with emphasis on reproduction, genetics, vertebrate classes and systems, animal behavior, and ecology. (3 hr lecture) | | |
| BIO 2511 | Human Anatomy and Physiology Lab I | 1 SH |
| (Pre/Co-requisite: BIO 2513) Laboratory study of cell anatomy and physiology; anatomical studies of tissues, integumentary system, skeletal system, muscular system and nervous system. (2 hr lab) | | |
| BIO 2513 | Human Anatomy and Physiology I | 3 SH |
| (Prerequisite: High school biology recommended; Co-requisite BIO 2511) Fundamental principles in the anatomy and physiology of the human body. Cell physiology skeletal, integumentary, muscular and nervous systems. (3 hr lecture) | | |
| BIO 2521 | Human Anatomy and Physiology Lab II | 1 SH |
| (Pre/Co-requisite: BIO 2523) Laboratory study of the Anatomy and Physiology of sense organs, and the endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. (2 hr lab) | | |
| BIO 2523 | Human Anatomy and Physiology II | 3 SH |
| (Prerequisite: BIO 2513; Co-requisite: BIO 2521) Sense organs, endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems with special emphasis on fluid and electrolyte balance. (3 hr lecture) | | |
| BIO 2921 | Microbiology Laboratory | 1 SH |
| (Co-requisite: BIO 2923) Aseptic techniques of handling, growth and disposal of microbes. Standard laboratory procedures including staining techniques, isolation, counting and identification of microbes. (2 hr lab) | | |
| BIO 2923 | Microbiology | 3 SH |
| (Prerequisite: BIO 1132) General basic principles of microbiology including cell structure, metabolism, nutrition, the immune response, pathogens, antibiotics, sterilization techniques, viruses, fungi, rickettsiae, bacteria, and other microscopic parasites. (3 hr lecture) | | |

BUSINESS ADMINISTRATION

- BAD 1113** **Introduction to Business** **3 SH**
This course includes an introduction to the major division of study that will be followed in succeeding business courses such as business organization, accounting, business law, and other related courses. This is an orientation course for selection of a specific major in the area of business. (3 hr lecture)
- BAD 1313** **Business Mathematics** **3 SH**
Emphasis is placed on the study of the fundamental process, fractions, decimals, percentage, and problem-solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. (3 hr lecture)
- BAD 2323** **Business Statistics** **3 SH**
(Prerequisite: MAT 1313) Introduction to descriptive and inferential statistics. Methods of describing and summarizing numerical data, probability, index numbers, time series, sampling distributions and hypothesis testing. (3 hr lecture)
- BAD 2413** **Legal Environment of Business I** **3 SH**
An introduction to the legal environment of the United States, emphasizing the U.S. court and legal systems, the Constitution as it relates to business, and the common law subjects of torts and contracts. (3 hr lecture)
- BAD 2533** **Microcomputer Applications** **3 SH**
(Pre/Co-requisite: ACC 1213) An introduction to the main microcomputer software packages used in business and to the components of an information system to include spreadsheets, data-base management, word processing, computerized accounting, data entry and retrieval, records management, and electronic communication. (3 hr lecture)

CHEMISTRY

Any chemistry lecture course having a concurrent lab course must be accompanied by that lab course unless the student's program of study does not require the lab. If the student has earned previous credit in either the lecture or the lab, the co-requisite requirement is waived. Anyone withdrawing from either lecture or laboratory must withdraw from both except during the last week of the drop period. (During summer sessions, withdrawal from either lecture or laboratory is permitted during the last two days of the drop period.)

- CHE 1211** **General Chemistry Laboratory I** **1 SH**
(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Separation techniques, physical and chemical properties, types of reactions, stoichiometry, synthesis, thermochemistry, and gas laws. (3 hr lab)
- CHE 1213** **General Chemistry I** **3 SH**
(Prerequisite: Two units of high school algebra or credit or registration in MAT 1313 or its equivalent; one unit of high school chemistry or credit in CHE 1313; Co-requisite: CHE 1211) Fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention is given to problem solving by dimensional analysis, atomic structure, stoichiometry, chemical equations, bonding, thermochemistry, and the physical properties of gases. Primarily for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, pre-medical technology, and biology majors. (3 hr lecture)
- CHE 1221** **General Chemistry Laboratory II** **1 SH**
(Prerequisite: CHE 1211; Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture: spectrophotometry, equilibrium, quantitative analysis using acid-base and Redox titrations, solubility product, and kinetics. (3 hr lab)
- CHE 1223** **General Chemistry II** **3 SH**
(Prerequisite: CHE 1213; Co-requisite: CHE 1221) Topics include solution chemistry, solid and liquid states, acid-base chemistry, redox reactions, equilibrium, thermodynamics, kinetics, and electrochemistry. (3 hr lecture)
- CHE 1253** **Honors General Chemistry I** **3 SH**
(Co-requisite: CHE 1211) Measurement, atomic and molecular structure, mole concept stoichiometry, gas laws, thermochemistry, solutions, solid and liquid states. Special projects, field trips, some computer assisted learning. (3 hr lecture)
- CHE 1263** **Honors General Chemistry II** **3 SH**
Chemical equilibrium, acid-base chemistry, solubility product, thermodynamics, electrochemistry, kinetics, metallurgy. Special projects, field trips, some computer assisted learning. (3 hr lecture)
- CHE 1311** **Principles of Chemistry Laboratory I** **1 SH**
(Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

This program continued on next page.

- CHE 1313** **Principles of Chemistry I** **3 SH**
 (Prerequisite: MAT 1203 or its equivalent; Co-requisite: CHE 1311) An introduction course in inorganic chemistry. Serves as a prerequisite course for CHE 1213, 1323, and 1413. Primarily for nursing, allied health, forestry, and wildlife management majors. Also serves as a lab science elective for liberal arts majors. (3 hr lecture)
- CHE 1321** **Principles of Chemistry Laboratory II** **1 SH**
 (Prerequisite: CHE 1311; Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)
- CHE 1323** **Principles of Chemistry II** **3 SH**
 (Prerequisite: CHE 1313; Co-requisite: CHE 1321) Study of chemical concepts relating to the environment, agricultural science, consumer materials, and a brief introduction to the general properties of organic compounds. Primarily for students majoring in agriculture, home economics, forestry, soil science and for students fulfilling their general science education requirements. (3 hr lecture)
- CHE 1411** **Introductory Organic and Biochemistry Laboratory** **1 SH**
 (Co-requisite: CHE 1413) Selected laboratory procedures to illustrate the principles taught in lecture. Emphasis is placed on separation techniques and properties of functional groups. (3 hr lab)
- CHE 1413** **Introductory Organic and Biochemistry** **3 SH**
 (Prerequisite: CHE 1213 or 1313; Co-requisite: CHE 1411) An introductory course in organic and biochemistry emphasizing the classification, structural features, nomenclature, sources, reactions, and uses of organic and biological compounds. Primarily for students majoring in nursing, physical therapy, respiratory therapy, dental hygiene, and occupational therapy. (3 hr lecture)
- CHE 2421** **Organic Chemistry Laboratory I** **1 SH**
 (Co-requisite: CHE 2423) Experiments include separation and purification techniques, reactions and properties of aliphatic compounds, natural product isolation, and spectroscopic analysis. (3 hr lab)
- CHE 2422** **Organic Chemistry Laboratory I** **2 SH**
 (Co-requisite: CHE 2423) This laboratory course illustrates the principles taught in lecture. Experiments include separation and purification techniques, reactions and properties of aliphatic compounds, natural product isolation, and spectroscopic analysis. (6 hr lab)
- CHE 2423** **Organic Chemistry I** **3 SH**
 (Prerequisite: CHE 1221-1223; Co-requisite: CHE 2421 or 2422) A systematic study of aliphatic compounds: nomenclature, reaction mechanisms, syntheses, and spectroscopic analysis. (3 hr lecture)
- CHE 2431** **Organic Chemistry Laboratory II** **1 SH**
 (Co-requisite: CHE 2433) This course involves experiments with the classes of organic compounds covered in the lecture course. (3 hr lab)
- CHE 2432** **Organic Chemistry Laboratory II** **2 SH**
 (Co-requisite: CHE 2433) This course involves experiments with the classes of organic compounds covered in the lecture courses. Special emphasis is placed on qualitative analysis. (6 hr lab)
- CHE 2433** **Organic Chemistry II** **3 SH**
 (Prerequisite: CHE 2423; Co-requisite: CHE 2431 or 2432) This course includes nomenclature, syntheses, mechanisms, and reactions of aromatic compounds, alcohols, ethers, amines, and carbonyl compounds. (3 hr lecture)

COMPUTER SCIENCE

- CSC 1113** **Introduction to Computer Concepts** **3 SH**
 A survey course which introduces concepts, terminology, and theory of operation of modern computers. Includes operating systems, application programs, and computer languages. Concepts are demonstrated and supplemented by hands-on microcomputer use by the student. (3 hr lecture)
- CSC 1123** **Microcomputer Applications** **3 SH**
 This course is designed to teach an introduction to computer concepts that includes operating systems, wordprocessing, electronic spreadsheet, database management and graphics applications. (2 hr lecture, 2 hr lab)
- CSC 1213** **Computer Programming Language - BASIC** **3 SH**
 Fundamentals of BASIC programming. Program statements, algorithms, and routines common to a wide variety of BASIC language variations. (3 hr lecture)

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| CSC 1313 | Computer Programming Language - FORTRAN | 3 SH |
| (Prerequisite: MAT 1313; Co-requisite: MAT 1323 or permission of the instructor) An introductory programming course designed primarily for mathematics, engineering, and science majors. It may also be used as an elective or required programming course for computer science majors. Emphasis is on the syntax and structure of the FORTRAN language and its application to problems in mathematics, engineering, and the sciences. (3 hr lecture) | | |
| CSC 1613 | Computer Programming Language - PASCAL I | 3 SH |
| (Prerequisite: MAT 1313, CSC 1113 or 1213) Problem solving methods, algorithm development, program design, debugging, documentation, looping, scope rules, simple data structures, and applications in the PASCAL language. (3 hr lecture) | | |
| CSC 2133 | Advanced Computer Programming Language - "C" | 3 SH |
| (Prerequisite: Previous programming experience) An introduction to the C Programming language. Includes input/output statements, arithmetic statements, conditional statements, looping, functions and array processing. (3 hr lecture) | | |
| CSC 2413 | Computer Programming Language - COBOL | 3 SH |
| Input/output processing, arithmetic statements, report generating, looping, conditional statements, control break, and table processing. (3 hr lecture) | | |
| CSC 2543 | Advanced Computer Programming | 3 SH |
| An introduction to computer architecture, hardware, software, and programming in an assembly language. (3 hr lecture) | | |
| CSC 2623 | Computer Programming - PASCAL II | 3 SH |
| (Prerequisite: CSC 1613) Continued program development; algorithm analysis, string processing, internal search/sort methods, simple data structures, dynamic data structures and their applications, debugging and testing of large programs. (3 hr lecture) | | |
| CSC 2813 | Computer Programming - RPG | 3 SH |
| A course designed to introduce students to RPG programming, including program efficiency, validity, checking of data, table handling, and its application to a variety of problems. (3 hr lecture) | | |

COOPERATIVE EDUCATION

A maximum of 12 hours total can be earned for the Co-op work experience. Variable credit (1-3 hours) will be awarded on the basis of the number of hours worked per week.

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| 30 hours or more | 3 SH |
| 20-29 hours | 2 SH |
| 15-19 hours | 1 SH |

To be offered on a TBA basis

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| COE 1011-1013 | Cooperative Education Work Experience I | 1-3 SH |
| First supervised work experience is done in a job setting related to the student's major field of study under the supervision of the Director of Cooperative Education and Placement and department chairperson. | | |
| COE 1021-1023 | Cooperative Education Work Experience II | 1-3 SH |
| (Prerequisite: COE 1011-1013) Second supervised work experience | | |
| COE 1031-1033 | Cooperative Education Work Experience III | 1-3 SH |
| (Prerequisite: COE 1021-1023) Third supervised work experience | | |
| COE 1041-1043 | Cooperative Education Work Experience IV | 1-3 SH |
| (Prerequisite: COE 1031-1033) Fourth supervised work experience | | |
| COE 1050, 1060, 1070, 1080 | Cooperative Education Work Experience V - VII | 0 SH |
| (Prerequisite: COE 1041-1043) | | |

CRIMINAL JUSTICE

- CRJ 1313** **Introduction to Criminal Justice** **3 SH**
History, development, and philosophy of law enforcement in democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)
- CRJ 1323** **Police Administration and Organization** **3 SH**
Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)
- CRJ 1363** **Introduction to Correction** **3 SH**
A study of the correctional process from conviction to institutionalization. Includes a history of punishment and prisons, a study of rehabilitation in prisons and an analysis of the rights of inmates. (3 hr lecture)
- CRJ 1383** **Criminology** **3 SH**
Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)
- CRJ 2313** **Police Operations** **3 SH**
Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)
- CRJ 2323** **Criminal Law** **3 SH**
Basic overview of local, state, and federal laws; their development, application, and enforcement. (3 hr lecture)
- CRJ 2333** **Criminal Investigation** **3 SH**
Fundamentals of criminal investigation; theory and history; crime scene to courtroom with emphasis on techniques appropriate to specific crimes. (3 hr lecture)
- CRJ 2393** **Criminalistics** **3 SH**
Physical evidence, collection, identification, preservation and transportation; crime laboratory capabilities and limitations; examination of physical evidence with resources of the investigator and demonstration of laboratory analysis. (3 hr lecture)
- CRJ 2413** **Administration of Criminal Justice I** **3 SH**
Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search and seizure, collection of evidence, discretion, and related topics. (3 hr lecture)
- CRJ 2513** **Law Enforcement and the Juvenile** **3 SH**
The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile elective agencies. Processing, detention and disposition of cases. Statutes and court proceedings applied to juveniles. (3 hr lecture)
- CRJ 2971** **Accident Investigation Seminar** **1 SH**
State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)
- CRJ 2991** **Police Management and Leadership Seminar** **1 SH**
Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)

ECONOMICS

- ECO 2113** **Macroeconomics** **3 SH**
An introduction to economic principles, policies and problems with emphasis on the level of national income, employment, prices, and economic growth. (3 hr lecture)
- ECO 2123** **Microeconomics** **3 SH**
An introduction to the laws of production and costs, to a study of output and factor price determination under various market structures, and to an analysis of international trade. (3 hr lecture)
- ECO 2153** **Honors: Macroeconomic Principles** **3 SH**
An introduction to economic principles, policies and problems with emphasis on the level of national production and income, the level of employment, the level of prices, and the rate of economic growth. Note: The intent of this course is to go beyond basic principles to a more in-depth analysis of the application of economic principles and policies to real world problems and events. (3 hr lecture)

EDUCATION

- EDU 1103 Essential College Skills I 3 SH**
This course is designed to aid in the development of student potentials in four fundamental areas: improving self-image and awareness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits, and developing classroom learning skills. This course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. (3 hr lecture)
- EDU 1121 Information in the Electronic Age 1 SH**
Introduction to the major concepts of information literacy structured with an interdisciplinary approach. Students will locate, select, and synthesize information from a variety of text, media, references, and technological sources. Course includes network basics, formulating searches, library tools, Internet, citing resources, and publishing web pages. (1 hr lecture)
- EDU 1211 Self Affirmation 1 SH**
Processes, activities, information to assist people to become more aware of their strengths and to improve their self concepts. (2 hr lecture)
- EDU 1222 Human Development 2 SH**
Topics include a variety of subjects designed to bring out the natural skills of the individual. (2 hr lecture)
- EDU 1311 Orientation 1 SH**
This course is designed to help freshman adjust to college life. It includes a study of personal and social adjustment. It teaches effective study habits, reading methods, use of the library, note taking, report writing and gives the student guidance in collegiate life. (1 hr lecture)
- EDU 1321 Career Exploration 1 SH**
To assist students in selecting a college major. Interest tests, personality inventories, and aptitude tests to help students choose careers. A variety of occupational learning experiences. (2 hr lecture)
- EDU 1413 Improvement of Study 3 SH**
Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)
- EDU 1423 College Study Skills 3 SH**
An advanced course in study skills that foster insight and practice of critical reading skills and study techniques needed for efficient and effective perusal of college level courses, both graduate and undergraduate. (3 hr lecture)
- EDU 1433 Honors Skills for Excellence 3 SH**
This course uses a holistic approach to unleashing the "Master Student" in honors students, encompassing and fostering skills needed to be successful in school now and the in workplace later. Skills covered are research strategies, internet skills, critical thinking/problem solving, goal setting, motivational techniques, time and money management, relationships, cultural diversity, health, group interaction, and communication. (3 hr lecture)
- EDU 1613 Foundations in Education 3 SH**
Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Field experience required. Opportunities provided for observation in the classroom. (3 hr lecture)
- EDU 1811 Leadership and Organization Skills I 1 SH**
(Prerequisite: Student government senator or permission of instructor) A study of leadership styles and skills, roles and functions of officers of student organizations, parliamentary procedure, communication, conducting effective meetings, and working successfully with volunteers. (1 hr lecture)
- EDU 1813 Leadership Development I 3 SH**
The primary purpose of this course is to identify and develop leadership skills. Major emphasis will be on developing a personal leadership philosophy, vision articulation, goal setting, decision making, time management and team building. Honors sections are available. (3 hr lecture)
- EDU 1821 Leadership and Organization Skills II 1 SH**
(Prerequisite: EDU 1811) Continued study of EDU 1811; ice breakers; traits of members and joiner; non-verbal communication; role functions in groups; time management; stress management; role of constitution; Meyers Briggs type indicator; planning and goal setting; passing the gavel. (1 hr lecture)
- EDU 1823 Leadership Development II 3 SH**
(Prerequisite: EDU 1813) Areas of focus in this course will be the art of empowering and delegation, initiating change, managing conflict, applying ethics to leadership and leading by serving. Honors sections are available. (3 hr lecture)

This program continued on next page

EDU 1831 Leadership and Organization Skills III 1 SH
 (Prerequisite: EDU 1811, 1821) Continued study of EDU 1811, 1821; participates fully in class; experiential roles chairing committees and events; lead decision making techniques; nominal group technique, consensus, force field analysis, brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; assist teacher with exercises; serves as officer/chairman of student government committee. (1 hr lecture)

EDU 2613 Introduction to Secondary Education 3 SH
 Early field experiences in the secondary school, formulation of a basic philosophy of education. Includes a minimum of 40 hours field experience in junior and/or senior high schools. (3 hr lecture)

ENGINEERING

EGR 2413 Engineering Mechanics 3 SH
 (Prerequisite: PHY 2414 or 2313; Pre/Co-requisite: MAT 2613) Statics. (3 hr lecture)

ENGLISH

ENG 1103 Basic Studies in English 3 SH
 (Prerequisite: English Placement Level 1) Will not substitute for the English requirements in any curriculum. Stresses basic communication skills writing sentences and paragraphs with a review of mechanics, sentence patterns, and correct usage. Institutional credit only. (3 hr lecture)

ENG 1113 English Composition I 3 SH
 (Prerequisite: English Placement Level 3) Emphasis on the basic principles of composition with special attention given to the writing of expository papers. (3 hr lecture)

ENG 1123 English Composition II 3 SH
 (Prerequisite: ENG 1113 or 1213) A continuation of the development of writing skills emphasized in the pre-requisite course. Techniques of research documentation and synthesis of material are included. (3 hr lecture)

ENG 1203 Fundamentals of Composition 3 SH
 (Prerequisite: English Placement Level 2) Basic communication skills, including a general review of grammar and mechanics, with emphasis on vocabulary building, sentence structure, paragraph development, and an introduction to the five-paragraph theme. Institutional credit only. (3 hr lecture)

ENG 1213 Honors Composition I 3 SH
 (Prerequisite: English Placement Level 4) Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by recommendation. (3 hr lecture)

ENG 1223 Honors Composition II 3 SH
 (Prerequisite: ENG 1113 or 1213) Substitutes for ENG 1123. Builds upon the skills acquired in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analysis based upon the selections, to using the library, and to documented research writing. Enrollment by recommendation. (3 hr lecture)

ENG 2223 American Literature I 3 SH
 (Prerequisite: English 1123 or 1223 or equivalent) Survey of American literature from William Bradford's journal begun in 1630 through the romantic movement of the nineteenth century. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2233 American Literature II 3 SH
 (Prerequisite: English 1123 or 1223 or equivalent) Survey of American literature from the rise of realism in the nineteenth century through the works of present day American writers. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2323 English Literature I 3 SH
 (Prerequisite: English 1123 or 1223 or equivalent) English Literature I surveys the Anglo-Saxon, Medieval, Renaissance and Seventeenth Century Periods and acquaints the student with the English literary developments of these periods through a chronological study of the major authors and their writings. (3 hr lecture)

ENG 2333 English Literature II 3 SH
 (Prerequisite: English 1123 or 1223 or equivalent) English Literature II surveys the Neoclassical, Romantic, Victorian and Modern periods and acquaints the student with the English literary developments of these periods through a chronological study of the major authors and their writings. (3 hr lecture)

ENG 2353 Honors English Literature I 3 SH

(Prerequisite: English 1123 or 1223 or equivalent) Substitutes for ENG 2323. Designed for students who have a special interest in English literature and who have at least a B average in Freshman Composition. A study of English literature from its beginning through the seventeenth century. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2363 Honors English Literature II 3 SH

(Prerequisite: English 1123 or 1223 or equivalent) Substitutes for ENG 2333. Designed for students who have a special interest in English literature and who have at least a B average in Freshman Composition. A study of English literature from the eighteenth century until the present. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2423 World Literature I 3 SH

(Prerequisite: English 1123 or 1223 or equivalent) Representative writers of the world, beginning with the Antiquities of the Orient, Greece, and Rome. Additional periods are the Middle Ages, and the Renaissance. Activities are cross-cultural and cross-curricular. (3 hr lecture)

ENG 2433 World Literature II 3 SH

(Prerequisite: English 1123 or 1223 or equivalent) Representative writers of the world from the Enlightenment to the present, including representatives of Neoclassicism, Romanticism, Realism and Naturalism, and Modernism. Activities are cross-cultural and cross-curricular. (3 hr lecture)

ENG 2453 Honors World Literature I 3 SH

(Prerequisite: English 1123 or 1223 or equivalent; B average or above in English Composition; enrollment by recommendation) Substitutes for ENG 2423. Designed and individualized for students according to their major interests and skills. Representative writers of the world, beginning with the Antiquities of the Orient, Greece, and Rome. Additional periods are the Middle Ages and the Renaissance. Activities are cross-cultural and cross-curricular. (3 hr lecture)

ENG 2463 Honors World Literature II 3 SH

(Prerequisite: English 1123 or 1223 or equivalent; B average or above in English Composition; enrollment by recommendation) Substitutes for ENG 2433. Designed and individualized for students according to their major interests and skills. Representative writers of the world from the Enlightenment to the present including representatives of Neoclassicism, Romanticism, Realism and Naturalism, and Modernism. Activities are cross-cultural and cross-curricular. (3 hr lecture)

ENG 2913 Occupational Writing 3 SH

(Prerequisite: Six semester hours in Freshman Composition or consent of instructor) Assesses the student's career goals and current on-the-job writing efficiency. May cover wide range of types of writing such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/experience/research articles, and articles for local, regional and national periodicals. (3 hr lecture)

ENG 2923 Professional Writing 3 SH

(Prerequisite: Six semester hours in Freshman Composition or consent of the instructor) Designed for students interested in writing as a marketable skill and in writing as a profession. Special emphasis given to meeting specific publishing requirements. Major focus on individual direction in creative writing, such as novels, short stories, poems, plays, television scripts, and magazine articles. (3 hr lecture)

GEOGRAPHY**GEO 1113 World Geography 3 SH**

An introduction to basic geographic concepts and areas of interest. Topics of study include: maps; land-forms; weather and climate; natural resources; demographic concepts and trends; language and religion; and political, economic, and urban geography. Spatial relationships and the human environmental impact are stressed. (3 hr lecture)

GEOLOGY

- GLY 1111** **Physical Geology Laboratory** **1 SH**
 Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)
- GLY 1113** **Physical Geology** **3 SH**
 Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)
- GLY 1121** **Historical Geology Laboratory** **1 SH**
 (Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geologic maps. Required of geology majors. (2 hr lab)
- GLY 1123** **Historical Geology** **3 SH**
 Study of the earth, its history and development and its life as revealed by the character and fossil content of rock. (3 hr lecture)

GRAPHICS

- GRA 1143** **Graphic Communications** **3 SH**
 (Prerequisite: Math placement level four) Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in the course of study. Introduction to CAD.* (6 hr lab)
- * For Engineering Students

HEALTH, PHYSICAL EDUCATION, RECREATION

- HPR 1111** **General P.E. Activities I** **1 SH**
 This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)
- HPR 1121** **General P.E. Activities II** **1 SH**
 This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)
- HPR 1213** **Personal and Community Health I** **3 SH**
 Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. (3 hr lecture)
- HPR 1223** **Personal and Community Health II** **3 SH**
 A continuation of HPR 1213. (3 hr lecture)
- HPR 1231** **Aspects of Drug Use I** **1 SH**
 A survey course dealing with the historical background of drugs. Analysis of the various categories of drugs. (1 hr lecture)
- HPR 1241** **Aspects of Drug Use II** **1 SH**
 (Prerequisite: HPR 1231) A continuation of HPR 1231. (1 hr lecture)
- HPR 1313** **Introduction to Health, Physical Education and Recreation** **3 SH**
 Introduction to the objectives, literature, and organizations of the professions. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)
- HPR 1531** **Individual and Dual Sports I** **1 SH**
 Lecture and practice in tennis.
- HPR 1551** **Law Enforcement Fitness I** **1 SH**
 Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester)
- HPR 1561** **Law Enforcement Fitness II** **1 SH**
 Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester)

- HPR 1571** **Dance I** **1 SH**
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)
- HPR 1581** **Dance II** **1 SH**
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)
- HPR 1613** **Physical Education In Elementary School I** **3 SH**
This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem solving situations. Theory and laboratory. (3 hr lecture)
- HPR 2111** **General P.E. Activities III** **1 SH**
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)
- HPR 2121** **General P.E. Activities IV** **1 SH**
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)
- HPR 2213** **First Aid** **3 SH**
Instruction and practice in methods prescribed in the American Red Cross Standard First Aid. (3 hr lecture)
- HPR 2221** **Water Safety and Lifesaving** **1 SH**
(Prerequisite: Qualified swimmer) American Red Cross Advanced Lifesaving course with emphasis toward certifying lifeguards for swimming areas. (2 hr lab)
- HPR 2323** **Recreation Leadership** **3 SH**
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)
- HPR 2423** **Football Theory** **3 SH**
(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)
- HPR 2433** **Basketball Theory** **3 SH**
(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)
- HPR 2443** **Athletic Training and Treatment of Injuries** **3 SH**
Practical study of safety and first aid, taping, bandaging, and use of heat, light and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work and proper method of procedures in training for sports. (3 hr lecture)
- HPR 2483** **Track Theory** **3 SH**
Theory and techniques of coaching track with emphasis on psychology and philosophy of coaching. Teaching of fundamentals of each event stressed. The student is required to help conduct track meets. (3 hr lecture)
- HPR 2541** **Individual and Dual Sports II** **1 SH**
Lecture and practice in tennis.
- HPR 2571** **Dance III** **1 SH**
Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.
- HPR 2581** **Dance IV** **1 SH**
Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HISTORY

- HIS 1113** **Western Civilization I** **3 SH**
A survey of the history of civilization in the early Western World to about 1600 A.D., including Ancient Near and Middle Eastern civilizations, Ancient Greece, Rome, the Middle Ages, and the Renaissance and Reformation. (3 hr lecture)
- HIS 1123** **Western Civilization II** **3 SH**
A survey of the history of civilization in the modern Western World since about 1600 A.D., including the Age of Discovery, the Age of Absolutism, the Age of Revolution, the Nineteenth Century, the Era of the World Wars, and the Postwar World. (3 hr lecture)
- HIS 1143** **Honors Western Civilization I** **3 SH**
Substitutes for HIS 1113. A survey of the history of civilization in the early Western World to about 1600 A.D., including Ancient Near and Middle Eastern civilizations, Ancient Greece, Rome, the Middle Ages, and the Renaissance and Reformation. Special projects, activities, and recitation opportunities provided.
- HIS 1153** **Honors Western Civilization II** **3 SH**
Substitutes for HIS 1123. A survey of the history of civilization in the modern Western World since about 1600 A.D., including the Age of Discovery, the Age of Absolutism, the Age of Revolution, the Nineteenth Century, the Era of the World Wars, and the Postwar World. Special projects, activities and recitation opportunities provided.
- HIS 1613** **African American History** **3 SH**
A critical survey of the African American experience from select civilizations in North and West Africa to the present examining cultural, economic, political, and social roles as contributing forces in America from new world explorations to the present (3 hr lecture)
- HIS 2213** **American (US) History I** **3 SH**
A survey of American history from the age of discovery and colonization through the Civil War and Reconstruction, or until 1877. (3 hr lecture)
- HIS 2223** **American (US) History II** **3 SH**
A survey of the history of the United States since the Civil War and Reconstruction, or since 1877 to the present. (3 hr lecture)
- HIS 2243** **Honors American (US) History I** **3 SH**
Substitutes for HIS 2213. A general survey of American history from the age of discovery and colonization through the Civil War and Reconstruction, or until 1877. Special projects, activities, and recitation opportunities provided.
- HIS 2253** **Honors American (US) History II** **3 SH**
Substitutes for HIS 2223. A survey of the history of the United States since the Civil War and Reconstruction, or since 1877 to the present. Special projects, activities, and recitation opportunities provided.

HOME ECONOMICS

- HEC 1112** **Social Usage** **2 SH**
The essentials of good manners and accepted standards of social usage. (2 hr lecture)
- HEC 1241** **Survey Course in Nutrition (Non-Majors)** **1 SH**
The study of nutrition concepts relating to health and human wellness. (1 hr lecture)
- HEC 1253** **Nutrition** **3 SH**
Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle. Digestion, metabolism and body functions. (3 hr lecture)
- HEC 1263** **Maternal, Infant, and Child Nutrition** **3 SH**
A study of nutritional requirements during reproduction and growth, problems in nourishing women during the reproductive period, infants, and children through adolescent. The student identifies care specific to indices in growth due to either poor eating habits or nutritional deficiencies. (3 hr lecture)
- HEC 2813** **Marriage and Family Living** **3 SH**
Designed to give a better understanding of the factors that contribute to success and happiness in marriage and family relationships. Readings to supplement the text. Open to men and women. (3 hr lecture)

HUMANITIES

- HUM 1911** **Honors Forum I** **1 SH**
Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (1 hr lecture)
- HUM 1921** **Honors Forum II** **1 SH**
Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (1 hr lecture)
- HUM 1923** **Honors Forum II (with lab)** **3 SH**
Interdisciplinary study of a selected topic from national and international perspectives. Discussion led by outstanding scholars, faculty and/or students. Included in this course are special projects, activities and laboratory experience over the Spring Break. (2 hr lecture, 1 hr lab)
- HUM 1943** **Honors Forum IV (with lab)** **3 SH**
Interdisciplinary study of a selected topic from national and international perspectives. Discussion led by outstanding scholars, faculty and/or students. Included in this course are special projects, activities and laboratory experience over the Spring Break. (2 hr lecture, 1 hr lab)
- HUM 2911** **Honors Forum III** **1 SH**
Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (1 hr lecture)
- HUM 2921** **Honors Forum IV** **1 SH**
Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (1 hr lecture)

INDUSTRIAL EDUCATION

- IED 1213** **Woodworking** **3 SH**
A course designed to develop skills, knowledge and appreciation in the care and use of woodworking tools, materials, processes and products. Principles of construction by hand tools and machines processes are studied. (3 hr lecture)
- IED 1813** **Basic Electricity and Electronics** **3 SH**
This course is designed to offer instruction in the fundamental theory of both alternating and direct currents. It includes such studies as electrical laws and interpretations. It also includes wiring diagrams for practically all types of appliances and the study of the electrical code and its application. (3 hr lecture)

JOURNALISM

- JOU 1111** **College Publications I** **1 SH**
Participation in the production of the college newspaper or yearbook.
- JOU 1121** **College Publications II** **1 SH**
Participation in the production of the college newspaper or yearbook.
- JOU 1323** **Principles of Journalism II** **3 SH**
Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)
- JOU 2513** **Beginning Photography** **3 SH**
An introduction to the theory and history of photography. A study of the theory and practice of creating photographic visual images with small, medium, and large format cameras. (3 hr lecture)
- JOU 2523** **Advanced Photography** **3 SH**
(Prerequisite: Beginning Photography or permission of the instructor) Advanced camera and dark room techniques. Emphasis is placed on the composition and use of photography. Color film processing. (2 hr lecture, 2 hr lab)

MATHEMATICS

Students who plan to major in mathematics and other students for whom algebra and trigonometry may be deficiency courses are advised to take the proficiency test(s) in algebra and/or trigonometry to determine whether they can begin their college mathematics with the Calculus sequence. Information concerning the administration of the proficiency test may be obtained from the Counseling Office or the Mathematics Department.

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| MAT 1103 | Basic Mathematics | 3 SH |
| (Prerequisite: Math Placement Level 1) Institutional credit only. Review of fundamental arithmetic operations, integers, fractions, decimals, exponents. Will not substitute for the mathematics requirements in any program of study. Designed for students whose arithmetic skills are deficient. (3 hr lecture) | | |
| MAT 1203 | Elementary Algebra | 3 SH |
| (Prerequisite: Math Placement Level 2) Signed numbers, polynomials, factoring, first degree equations in one variable, rational expressions. Will not substitute for the mathematics requirements in any program of study. Institutional credit only. (3 hr lecture) | | |
| MAT 1233 | Intermediate Algebra | 3 SH |
| (Prerequisite: Math Placement Level 3) Linear equations and inequalities, exponents and polynomials, rational expressions, rational exponents and radicals; graphs of linear equations and systems of equations. Will not substitute for the mathematics requirements in any program of study at Hinds Community College. (3 hr lecture) | | |
| MAT 1313 | College Algebra | 3 SH |
| (Prerequisite: Math Placement Level 4) Real and complex numbers; equations and inequalities in one variable; systems of equations and inequalities in two or more variables, relations; functions and graphs; theory of equations and other selected topics. (3 hr lecture) | | |
| MAT 1323 | Trigonometry | 3 SH |
| (Prerequisite: Math Placement Level 4) Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture) | | |
| MAT 1333 | Finite Mathematics | 3 SH |
| (Prerequisite: MAT 1313) Applications of college algebra and calculus to problems involving business decision-making. The topics included in this course are: cost-output, break-even, supply and demand, linear programming, maxima and minima, producers and consumers' surplus, and mathematics of finance. (3 hr lecture) | | |
| MAT 1443 | Mathematics for Teachers I | 3 SH |
| (Prerequisite: Math Placement Level 3 and sophomore standing) Structure and development of the number systems. Intended for elementary and special education majors and for secondary education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture) | | |
| MAT 1453 | Mathematics for Teachers II | 3 SH |
| (Prerequisite: MAT 1443) A continuation of Mathematics for Teachers I. Probability, statistics, geometry, and measurement. (3 hr lecture) | | |
| MAT 1513 | Business Calculus I | 3 SH |
| (Prerequisite: MAT 1313) Differential and integral calculus with applications to business and life sciences. (3 hr lecture) | | |
| MAT 1523 | Business Calculus II | 3 SH |
| (Prerequisite: MAT 1513) Basics of integral calculus with emphasis on business applications. (3 hr lecture) | | |
| MAT 1613 | Calculus I | 3 SH |
| (Prerequisite: Credit for MAT 1313 and 1323 or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative, differentiation of algebraic and trigonometric functions; applications of derivatives. (3 hr lecture) | | |
| MAT 1623 | Calculus II | 3 SH |
| (Prerequisite: MAT 1613) Anti-derivatives; the definite integral; applications of definite integrals; transcendental functions; techniques of integration. (3 hr lecture) | | |
| MAT 1651 | Honors Calculus I Computer Lab | 1 SH |
| (Co-requisite: MAT 1653) Investigation of the techniques in Calculus I through the use of a computer. (1 hr lab) | | |
| MAT 1653 | Honors Calculus I | 3 SH |
| (Prerequisites: MAT 1313 and 1323 or the equivalent; Co-requisite MAT 1651) The coordinate systems; basic theorems of analytics; functions; limits; the derivative; differentiation of algebraic and trigonometric functions; applications of derivatives. (3 hr lecture) | | |
| MAT 1661 | Honors Calculus II Computer Lab | 1 SH |
| (Prerequisites: MAT 1613 or 1653; Co-requisite MAT 1663) Investigation of the techniques in Calculus II through the use of a computer. (1 hr lab) | | |

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| MAT 1663 | Honors Calculus II | 3 SH |
| (Prerequisites: MAT 1613 or 1653; Co-requisite MAT 1661) Antiderivatives; the definite integral; applications of definite integrals, transcendental functions; techniques of integration. (3 hr lecture) | | |
| MAT 1753 | Quantitative Reasoning | 3 SH |
| (Prerequisite: Math Placement Level 4) Statistical reasoning, logical statement and arguments, geometry, estimation and approximation, basic concepts of algebra, functions and graphs. (3 hr lecture) | | |
| MAT 1815 | Calculus I* | 5 SH |
| (Prerequisites: MAT 1313, 1323) This course includes coordinate systems, basic theorems of analytical geometry, functions, limits, continuity, the derivative, the integral, differentiation and integration of algebraic functions, polynomial curves, applications of the derivative, the differential, trigonometric functions, inverse trigonometric functions, and transcendental functions. (5 hr lecture) | | |
| MAT 2113 | Introduction to Linear Algebra | 3 SH |
| (Prerequisite: MAT 1623) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture) | | |
| MAT 2413 | Mathematics and Microcomputer | 3 SH |
| (Prerequisite: MAT 1623) An introduction to the use of microcomputer software programs to solve selected problems from College Algebra, Trigonometry, Calculus I-IV, Linear Algebra, and Differential Equations. (3 hr lecture) | | |
| MAT 2613 | Calculus III | 3 SH |
| (Prerequisite: MAT 1623) Indeterminate forms; improper integrals; numerical methods; approximations; infinite series; conic sections; and polar coordinates. (3 hr lecture) | | |
| MAT 2623 | Calculus IV | 3 SH |
| (Prerequisite: MAT 2613) Parametric equations; vectors in the plane; solid analytic geometry; vector functions; functions of two or more variables; multiple integrals. (3 hr lecture) | | |
| MAT 2913 | Differential Equations | 3 SH |
| (Prerequisite: Credit for or registration in MAT 2623) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture) | | |

* Utica Campus Only

MILITARY SCIENCE

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| MSC 1111 | Fundamentals of Leadership and Management I | 1 SH |
| An introduction to the U.S. Army and the Reserve Officers' Training Corps. (1 hr lecture, 1 hr lab) | | |
| MSC 1121 | Fundamentals of Leadership and Management II | 1 SH |
| A study of military first aid tasks and procedures. (1 hr lecture, 1 hr lab) | | |
| MSC 2112 | Applied Leadership and Management I | 2 SH |
| A study of nuclear, biological and chemical weapons, tactical operations, and leadership. (2 hr lecture, 1 hr lab) | | |
| MSC 2122 | Applied Leadership and Management II | 2 SH |
| An introductory study of land navigation and Army training management. (2 hr lecture, 1 hr lab) | | |

MODERN LANGUAGE

NOTE: For the student who plans to graduate from a four-year school that requires language for graduation, all required hours taken must be in the same language.

The four-year colleges will not allow credit for the first semester of the elementary course of any foreign language until the student has taken and passed the second semester for the same language.

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| MFL 1113 | Elementary French I | 3 SH |
| For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture) | | |
| MFL 1123 | Elementary French II | 3 SH |
| (Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113 with emphasis on the development of oral skills (3 hr lecture) | | |
| MFL 1213 | Elementary Spanish I | 3 SH |
| For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading and composition. (3 hr lecture) | | |

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| MFL 1223 | Elementary Spanish II | 3 SH |
| (Prerequisite: MFL 1213 or equivalent) Continuation of MFL 1213 with emphasis on reading, writing, and oral activities. (3 hr lecture) | | |
| MFL 1313 | Elementary German I | 3 SH |
| For beginning students and those with no more than one year of high school German. Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture) | | |
| MFL 2113 | Intermediate French I | 3 SH |
| (Prerequisite: MFL 1123 or two units of high school French) Review of French grammar with readings and exercises designed to increase the student's vocabulary, contribute to mastery of idiomatic construction, and introduce French literature. (3 hr lecture) | | |
| MFL 2123 | Intermediate French II | 3 SH |
| (Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113 with advanced activities in reading, writing, and speaking the language. (3 hr lecture) | | |
| MFL 2213 | Intermediate Spanish I | 3 SH |
| (Prerequisite: MFL 1223 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture) | | |
| MFL 2223 | Intermediate Spanish II | 3 SH |
| (Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213 (3 hr lecture) | | |

MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice and Woodwinds)

BRASS

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|---|----------------------------------|-------------|
| MUA 1111 | Class Brass I | 1 SH |
| Lessons in rudiment of Brass instruments. (2 hr lab) | | |
| MUA 1121 | Class Brass II | 1 SH |
| (Prerequisite: MUA 1111 or audition) Continuation of MUA 1111. (2 hr lab) | | |
| MUA 1141 | Elective Brass I | 1 SH |
| (Prerequisite: Audition) First semester private instruction. (1 hr practice daily) | | |
| MUA 1151 | Elective Brass II | 1 SH |
| (Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. Second semester instruction. (1 hr practice daily) | | |
| MUA 1172 | Music Education Brass I | 2 SH |
| (Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1173 | Brass Major I | 3 SH |
| (Prerequisite: Audition) First semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 1182 | Music Education Brass II | 2 SH |
| (Prerequisite: MUA 1172 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1183 | Brass Major II | 3 SH |
| (Prerequisite: MUA 1173, or audition) Second semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2141 | Elective Brass III | 1 SH |
| (Prerequisite: MUA 1151 or audition) Continuation of MUA 1151. Third semester instruction. (1 hr practice daily) | | |
| MUA 2151 | Elective Brass IV | 1 SH |
| (Prerequisite: MUA 2141 or audition) Continuation of MUA 2141. Fourth semester. (1 hr practice daily) | | |
| MUA 2172 | Music Education Brass III | 2 SH |
| (Prerequisite: MUA 1182 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |

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| MUA 2173 | Brass Major III | 3 SH |
| (Prerequisite: MUA 1183 or audition) Third semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2182 | Music Education Brass IV | 2 SH |
| (Prerequisite: MUA 2172 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2183 | Brass Major IV | 3 SH |
| (Prerequisite: MUA 2173 or audition) Fourth semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |

GUITAR

| | | |
|---|-----------------------------------|-------------|
| MUA 1211 | Class Guitar I | 1 SH |
| Lessons in rudiments of guitar. (2 hr lab) | | |
| MUA 1221 | Class Guitar II | 1 SH |
| (Prerequisite: MUA 1211 or audition) Continuation of MUA 1211. (2 hr lab) | | |
| MUA 1241 | Elective Guitar I | 1 SH |
| (Prerequisite: Audition) First semester private instruction. (1 hr practice daily) | | |
| MUA 1251 | Elective Guitar II | 1 SH |
| (Prerequisite: MUA 1241 or audition) Second semester private instruction. (1 hr practice daily) | | |
| MUA 1272 | Music Education Guitar I | 2 SH |
| (Prerequisite: MUA 1221 or audition) First semester private instruction for Music Education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1282 | Music Education Guitar II | 2 SH |
| (Prerequisite: MUA 1272 or audition) Second semester private instruction for Music Education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2241 | Elective Guitar III | 1 SH |
| (Prerequisite: MUA 1251 or audition) Continuation of MUA 1251. Third semester private instruction. (1 hr practice daily) | | |
| MUA 2251 | Elective Guitar IV | 1 SH |
| (Prerequisite: MUA 2241 or audition) Continuation of MUA 2241 or audition. Continuation of MUA 2241. Fourth semester private instruction. (1 hr practice daily) | | |
| MUA 2272 | Music Education Guitar III | 2 SH |
| (Prerequisite: MUA 1282 or audition) Third semester private instruction for Music Education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2282 | Music Education Guitar IV | 2 SH |
| (Prerequisite: MUA 2272 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |

ORGAN

| | | |
|--|---------------------------------|-------------|
| MUA 1331 | Elective Organ I | 1 SH |
| (Prerequisite: Piano audition) First semester private instruction. (1 hr practice daily) | | |
| MUA 1341 | Elective Organ II | 1 SH |
| (Prerequisite: MUA 1331 or audition) Continuation of MUA 1331. Second semester private instruction. (1 hr practice daily) | | |
| MUA 1362 | Music Education Organ I | 2 SH |
| (Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily.) | | |
| MUA 1363 | Organ Major I | 3 SH |
| (Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 1372 | Music Education Organ II | 2 SH |
| (Prerequisite: MUA 1362 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily) | | |

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| MUA 1373 | Organ Major II | 3 SH |
| (Prerequisite: MUA 1363 or audition) Second semester private instruction for Music majors (2 -1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2331 | Elective Organ III | 1 SH |
| (Prerequisite: MUA 1341 or audition) Third semester private instruction. (1 hr practice daily) | | |
| MUA 2341 | Elective Organ IV | 1 SH |
| (Prerequisite: MUA 2331 or audition) Continuation of MUA 2331. Fourth semester private instruction. (1 hr practice daily) | | |
| MUA 2362 | Music Education Organ III | 2 SH |
| (Prerequisite: MUA 1372 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2363 | Organ Major III | 3 SH |
| (Prerequisite: MUA 1373 or audition) Third semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2372 | Music Education Organ IV | 2 SH |
| (Prerequisite: MUA 2362 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2373 | Organ Major IV | 3 SH |
| (Prerequisite: MUA 2363 or audition) Fourth semester instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily) | | |

PERCUSSION

| | | |
|---|---------------------------------------|-------------|
| MUA 1411 | Class Percussion I | 1 SH |
| Lessons in rudiment of percussion instrument. (2 hr lab) | | |
| MUA 1421 | Class Percussion II | 1 SH |
| (Prerequisite: MUA 1411 or audition) Continuation of MUA 1411. (2 hr lab) | | |
| MUA 1441 | Elective Percussion I | 1 SH |
| (Prerequisite: Audition) First semester private instruction. (1 hr practice daily) | | |
| MUA 1451 | Elective Percussion II | 1 SH |
| (Prerequisite: MUA 1441 or audition) Continuation of MUA 1414. Second semester private instruction. Second semester. (1 hr practice daily) | | |
| MUA 1472 | Percussion Education Major I | 2 SH |
| (Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1473 | Percussion Major I | 3 SH |
| (Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 1482 | Percussion Education Major II | 2 SH |
| (Prerequisite: MUA 1472 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1483 | Percussion Major II | 3 SH |
| (Prerequisite: MUA 1473 or audition) Second semester private instruction for Music majors (2 -1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2441 | Elective Percussion III | 1 SH |
| (Prerequisite: MUA 1451 or audition) Continuation of MUA 1451. Third semester private instruction (1 hr practice daily) | | |
| MUA 2451 | Elective Percussion IV | 1 SH |
| (Prerequisite: MUA 2441 or audition) Continuation of MUA 2441. Fourth semester private instruction. (1 hr practice daily) | | |
| MUA 2472 | Percussion Education Major III | 2 SH |
| (Prerequisite: MUA 1482 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2473 | Percussion Major III | 3 SH |
| (Prerequisite: MUA 1483 or audition) Third semester private instruction for Music majors (2 -1/2 hr lessons per week, 3 hr practice daily) | | |

MUA 2482 Percussion Education Major IV 2 SH
(Prerequisite: MUA 2472 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 2483 Percussion Major IV 3 SH
(Prerequisite: MUA 2473 or audition) Fourth semester private instruction for Music majors
(2 -1/2 hr lessons per week, 3 hr practice daily)

PIANO

MUA 1511 Class Piano I 1 SH
For students who have no previous keyboard experience. (2 hr lab)

MUA 1521 Class Piano II 1 SH
(Prerequisite: MUA 1511 or audition) Continuation of MUA 1511. (2 hr lab)

MUA 1541 Elective Piano I 1 SH
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1551 Elective Piano II 1 SH
(Prerequisite: MUA 1541 or audition) Continuation of MUA 1541. Second semester private instruction.
(1 hr practice daily)

MUA 1572 Music Education Piano I 2 SH
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1573 Piano Major I 3 SH
(Prerequisite: Audition) First semester private instruction for Music majors.
(2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 1582 Music Education Piano II 2 SH
(Prerequisite: MUA 1572 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1583 Piano Major II 3 SH
(Prerequisite: MUA 1573 or audition) Second semester private instruction for Music majors.
(2 - 1/2 hr lessons per week, 3 hr practice daily)

MUA 2511 Class Piano III 1 SH
(Prerequisite: MUA 1521 or audition) Continuation of MUA 1521. (2 hr lab)

MUA 2521 Class Piano IV 1 SH
(Prerequisite: MUA 2511 or audition) Continuation of MUA 2511. (2 hr lab)

MUA 2541 Elective Piano III 1 SH
(Prerequisite: MUA 1551 or audition) Continuation of MUA 1551. Third semester private instruction.
(1 hr practice daily)

MUA 2551 Elective Piano IV 1 SH
(Prerequisite: MUA 2541 or audition) Continuation of MUA 2541. Fourth semester private instruction.
(1 hr practice daily)

MUA 2572 Music Education Piano III 2 SH
(Prerequisite: MUA 1582 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 2573 Piano Major III 3 SH
(Prerequisite: MUA 1583 or audition) Third semester private instruction for Music majors.
(2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2582 Music Education Piano IV 2 SH
(Prerequisite: MUA 2572 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2583 Piano Major IV 3 SH
(Prerequisite: MUA 2573 or audition) Fourth semester private instruction for Music majors.
(2 -1/2 hr lessons per week, 3 hr practice daily)

STRINGS

| | | |
|--|------------------------------------|-------------|
| MUA 1611 | Class Strings I | 1 SH |
| Lessons in rudiment of strings. (2 hr lab) | | |
| MUA 1621 | Class Strings II | 1 SH |
| (Prerequisite: MUA 1611 or audition) Continuation of MUA 1611. (2 hr lab) | | |
| MUA 1641 | Elective Strings I | 1 SH |
| (Prerequisite: Audition) First semester private instruction. (1 hr practice daily) | | |
| MUA 1651 | Elective Strings II | 1 SH |
| (Prerequisite: MUA 1641 or audition) Continuation of MUA 1641. Second semester private instruction. (1 hr practice daily) | | |
| MUA 1672 | Music Education Strings I | 2 SH |
| (Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1682 | Music Education Strings II | 2 SH |
| (Prerequisite: MUA 1672 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2641 | Elective Strings III | 1 SH |
| (Prerequisite: MUA 1651 or audition) Continuation of MUA 1651. Third semester private instruction. (1 hr practice daily) | | |
| MUA 2651 | Elective Strings IV | 1 SH |
| (Prerequisite: MUA 2641 or audition) Continuation of MUA 2641. Fourth semester private instruction. (1 hr practice daily) | | |
| MUA 2672 | Music Education Strings III | 2 SH |
| (Prerequisite: MUA 1682 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2682 | Music Education Strings IV | 2 SH |
| (Prerequisite: MUA 2672 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily.) | | |

VOICE

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|---|---------------------------------|-------------|
| MUA 1711 | Class Voice I | 1 SH |
| Lessons in the fundamental aspects of vocal arts. (2 hr lab) | | |
| MUA 1721 | Class Voice II | 1 SH |
| (Prerequisite: MUA 1711 or audition) Continuation of MUA 1711. (2 hr lab) | | |
| MUA 1741 | Elective Voice I | 1 SH |
| (Prerequisite: Audition) First semester private instruction. (1 hr practice daily) | | |
| MUA 1751 | Elective Voice II | 1 SH |
| (Prerequisite: MUA 1741 or audition) Second semester private instruction. (1 hr practice daily) | | |
| MUA 1772 | Music Education Voice I | 2 SH |
| (Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1773 | Voice Major I | 3 SH |
| (Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 1782 | Music Education Voice II | 2 SH |
| (Prerequisite: MUA 1772 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1783 | Voice Major II | 3 SH |
| (Prerequisite: MUA 1773 or audition) Second semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2741 | Elective Voice III | 1 SH |
| (Prerequisite: MUA 1751 or audition) Third semester private instruction. (1 hr practice daily) | | |
| MUA 2751 | Elective Voice IV | 1 SH |
| (Prerequisite: MUA 2741 or audition) Fourth semester private instruction. (1 hr practice daily) | | |

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| MUA 2772 | Music Education Voice III | 2 SH |
| (Prerequisite: MUA 1782 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2773 | Voice Major III | 3 SH |
| (Prerequisite: MUA 1783 or audition) Third semester instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2782 | Music Education Voice IV | 2 SH |
| (Prerequisite: MUA 2772 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2783 | Voice Major IV | 3 SH |
| (Prerequisite: MUA 2773 or audition) Fourth semester instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |

WOODWINDS

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|---|--------------------------------------|-------------|
| MUA 1811 | Class Woodwinds I | 1 SH |
| Lessons in rudiments of woodwind instruments. (2 hr lab) | | |
| MUA 1821 | Class Woodwinds II | 1 SH |
| (Prerequisite MUA 1811 or audition) Continuation of MUA 1811. (2 hr lab) | | |
| MUA 1841 | Elective Woodwinds I | 1 SH |
| (Prerequisite: Audition) First semester private instruction. (1 hr practice daily) | | |
| MUA 1851 | Elective Woodwinds II | 1 SH |
| (Prerequisite: MUA 1841 or audition) Second semester instruction. (1 hr practice daily) | | |
| MUA 1872 | Music Education Woodwinds I | 2 SH |
| (Prerequisite: Audition) First semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1873 | Woodwinds Major I | 3 SH |
| (Prerequisite: Audition) First semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 1882 | Music Education Woodwinds II | 2 SH |
| (Prerequisite: MUA 1872 or audition) Second semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 1883 | Woodwinds Major II | 3 SH |
| (Prerequisite: MUA 1873 or audition) Second semester private instruction for Music majors (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2841 | Elective Woodwinds III | 1 SH |
| (Prerequisite: MUA 1851 or audition) Third semester instruction. (1 hr practice daily) | | |
| MUA 2851 | Elective Woodwinds IV | 1 SH |
| (Prerequisite: MUA 2841 or audition) Fourth semester private instruction. (1 hr practice daily) | | |
| MUA 2872 | Music Education Woodwinds III | 2 SH |
| (Prerequisite: MUA 1882 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |
| MUA 2873 | Woodwinds Major III | 3 SH |
| (Prerequisite: MUA 1883 or audition) Third semester private instruction for Music majors (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2882 | Music Education Woodwinds IV | 2 SH |
| (Prerequisite: MUA 2872 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily) | | |
| MUA 2883 | Woodwinds Major IV | 3 SH |
| (Prerequisite: MUA 2873 or audition) Fourth semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily) | | |

MUSIC FOUNDATIONS (HISTORY, LITERATURE, THEORY)

- MUS 1113** **Music Appreciation** **3 SH**
(Non Majors) Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. (3 hr lecture)
- MUS 1123** **Music Survey (Majors)** **3 SH**
A listening course designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. (3 hr lecture)
- MUS 1133** **Fundamentals of Music** **3 SH**
Provides the student with basic knowledge of notation, scales, keys, rhythm, intervals, triads, and their inversion. (3 hr lecture)
NOTE: MUS 1133 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1133 and planning to continue as music majors in a senior college should follow this course with Music Theory I - IV.
- MUS 1153** **Honors Music Appreciation** **3 SH**
A critical and creative evaluation of music and its impact on Western culture. Segments will address the creative listening processes, the aesthetic experience, and historical functions of music in society. Activities will include concert attendance, research papers and round table discussions. (3 hr lecture)
- MUS 1211** **Music Theory Laboratory I** **1 SH**
(Prerequisite: Same as Music Theory I) Laboratory activities will center on developing listening, playing, and singing skills with major scales and chords, intervals up to a perfect fifth and primary chords. Sight-singing and playing while singing will also be emphasized. Other activities will include taking stepwise melodic dictation and rhythmic dictation in simple time. (2 hr lab)
- MUS 1213** **Music Theory I** **3 SH**
(Prerequisite: Minimum grade of C in MUS 1133 or a grade of "Pass" in part 1 of the Comprehensive Music Fundamentals Exam or consent of instructor; Co-requisite: MUS 1211) A study of elementary harmony requiring a thorough background in Music Fundamentals, including all scales and keys. Emphasis is placed largely on writing and analysis of diatonic triads. Four-voice partwriting is introduced. (3 hr lecture)
- MUS 1221** **Music Theory Laboratory II** **1 SH**
(Prerequisite: Minimum grade of C in MUS 1211) Laboratory activities will center on developing listening, playing, and singing skills using all melodic intervals within the octave and all diatonic chords in a harmonic setting. Other activities will include taking melodic dictation with chordal skips and rhythmic dictation including compound time. Sight-singing and playing while singing will be emphasized. (2 hr lab)
- MUS 1223** **Music Theory II** **3 SH**
(Prerequisite: Minimum grade of C in MUS 1213; Co-requisite: MUS 1221) A further study of elementary harmony, including diatonic harmonic progression, root movement, chord connection and part-writing principles. Diatonic seventh chords and modulation are introduced. (3 hr lecture)
- MUS 1910** **Recital Class I** **0 SH**
A performance class required of all music majors and minors. (1 hr lab)
- MUS 1920** **Recital Class II** **0 SH**
A performance class required of all music majors and minors. (1 hr lab)
- MUS 2211** **Music Theory Laboratory III** **1 SH**
(Prerequisite: Minimum Grade of C in MUS 1221) Laboratory activities will center on developing listening, playing, and singing skills utilizing major, minor, chromatic pentatonic and whole-tone scales as well as all modes. Also included will be practice with harmonic intervals and seventh chord. Sight-singing and playing while singing will be emphasized, as will harmonic dictation using all chord positions. (2 hr lab)
- MUS 2213** **Music Theory III** **3 SH**
(Prerequisite: Minimum grade of C in MUS 1223 and a grade of "Pass" on both parts of the Comprehensive Music Fundamentals Exam; Co-requisite: MUS 2211) A brief review of diatonic harmony followed by a study of chromatic harmony with emphasis on secondary function chords and bimodal technique. Advanced modulation is introduced. (3 hr lecture)
- MUS 2221** **Music Theory Laboratory IV** **1 SH**
(Prerequisite: Minimum grade of C in MUS 2211) Laboratory activities will center on developing singing, playing, and listening skills which include harmonic and melodic modulations as well as secondary dominants. Emphasis will be placed on melodic and rhythmic sight-reading and playing from a "lead sheet". (2 hr lab)

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| MUS 2223 | Music Theory IV | 3 SH |
| (Prerequisite: Minimum grade of C in MUS 2213; Co-requisite: MUS 2221) A further study of chromatic harmony, including augmented sixth chords, the Neapolitan sixth chord, augmented dominants and other altered chords. Basic principles of musical analysis and composition are introduced. (3 hr lecture) | | |
| MUS 2313 | Music History I | 3 SH |
| (Prerequisite: MUS 1123, 1224 and consent of department chairman) Music of primitive nations; rise and developments of liturgy; the Polyphonic Age; the rise of opera and oratorio; the periods of Bach and Handel, Haydn and Mozart; advent of Beethoven; American musical development. (3 hr lecture) | | |
| MUS 2323 | Music History II | 3 SH |
| (Prerequisite: MUS 1123, 1224 and consent of department chairman) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical development from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture) | | |
| MUS 2513 | Music for Children | 3 SH |
| A study of the fundamentals of music, sight-reading and terminology. (3 hr lecture) | | |
| MUS 2910 | Recital Class III | 0 SH |
| A performance class required of all music majors and minors. (1 hr lab) | | |
| MUS 2920 | Recital Class IV | 0 SH |
| A performance class required of all music majors and minors. (1 hr lab) | | |

MUSIC ORGANIZATIONS (BAND, STAGE BAND and CHOIR)

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| MUO 1111 | Band I | 1 SH |
| (Prerequisite: Audition or consent of instructor) Organized to serve the college at games, concerts, and other public and special functions. (5 hr lab) | | |
| MUO 1121 | Band II | 1 SH |
| (Prerequisite: MUO 1111 or audition or consent of instructor) Continuation of MUO 1111. (5 hr lab) | | |
| MUO 1131 | Small Instrumental Ensemble I | 1 SH |
| (Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians. (2 hr lab) | | |
| MUO 1141 | Small Instrumental Ensemble II | 1 SH |
| (Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians. (2 hr lab) | | |
| MUO 1171 | Stage Band I | 1 SH |
| (Prerequisite: Audition) Organized to serve the college at concerts and other public and special functions. (3 hr lab) | | |
| MUO 1181 | Stage Band II | 1 SH |
| (Prerequisite: Audition) Continuation of MUO 1171. (3 hr lab) | | |
| MUO 1211 | Choir I | 1 SH |
| (Prerequisite: Audition or consent of instructor) Performing group of the vocal department. Numerous appearances during the year, both on campus and throughout the state. (3 hr lab) | | |
| MUO 1221 | Choir II | 1 SH |
| (Prerequisite: MUO 1211 or audition or consent of instructor) Continuation of MUO 1211. (3 hr lab) | | |
| MUO 2111 | Band III | 1 SH |
| (Prerequisite: MUO 1121 or audition or consent of instructor) Continuation of MUO 1121. (5 hr lab) | | |
| MUO 2121 | Band IV | 1 SH |
| (Prerequisite: MUO 2111 or audition or consent of instructor) Continuation of MUO 2111. (5 hr lab) | | |
| MUO 2131 | Small Instrumental Ensemble III | 1 SH |
| (Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians. (2 hr lab) | | |
| MUO 2141 | Small Instrumental Ensemble IV | 1 SH |
| (Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians. (2 hr lab) | | |
| MUO 2171 | Stage Band III | 1 SH |
| (Prerequisite: Audition) Continuation of MUO 1181. (3 hr lab) | | |

This program continued on next page.

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| MUO 2181 | Stage Band IV | 1 SH |
| (Prerequisite: Audition) Continuation of MUO 2171. (3 hr lab) | | |
| MUO 2211 | Choir III | 1 SH |
| (Prerequisite: MUO 1221 or audition or consent of instructor) Continuation of MUO 1221. (3 hr lab) | | |
| MUO 2221 | Choir IV | 1 SH |
| (Prerequisite: MUO 2211 or audition or consent of instructor) Continuation of MUO 2211. (3 hr lab) | | |

NURSING

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|---|----------------------------------|-------------|
| NUR 1140, 1220, 2130, 2241 | Nursing Seminar | 1 SH |
| (Co-requisite: Must be enrolled in a Nursing Science Course.) Leadership principles and professional responsibility are emphasized. These seminars provide opportunities for participation in service activities of the college, community, and professional nursing organizations. (1 credit hr awarded only at the completion of NUR 2101.) | | |
| NUR 1119 | Nursing Science I | 9 SH |
| (Prerequisite: BIO 2511, 2513, 2521, 2523, MAT 1313 with a grade of C or better in each. Pre/Co-requisite: NUR 1140, ENG 1113, PSY 1513,) Concepts of promotion of health stressed while utilizing relationship, critical thinking, care management, and primary care skills in a variety of health care settings. Within the framework of the nursing process and throughout the life span, the focus is on concepts of communication, nursing as a profession, the community, growth and development, lifestyles, health assessment, and psychomotor skills essential to basic nursing care. (5 hr lecture, 12 hr lab) | | |
| NUR 1229 | Nursing Science II | 9 SH |
| (Prerequisite: NUR 1119; Pre/Co-requisite: NUR 1220, ENG 1123, EPY 2533, SOC 2113) Concepts of prevention stressed while utilizing relationship, critical thinking, care management, and primary care skills in a variety of health care settings. Within the framework of the nursing process and throughout the life span, the focus is on pharmacotherapeutics, population based needs, community resources, health teaching, and advanced nursing skills. (5 hr lecture, 12 hr lab) | | |
| NUR 2139 | Nursing Science III | 9 SH |
| (Prerequisite: NUR 1229; Pre/Co-requisite: NUR 2130, BIO 2921, 2923, with a grade of C or better in each) Concepts of prevention and protection stressed while utilizing relationship, critical thinking, care management, and primary care skills in a variety of health care settings. Within the framework of the nursing process and throughout the life span, the focus is on chronic disabling conditions, abnormalities of pregnancy, cancer, and infection. (5 hr lecture, 12 hr lab) | | |
| NUR 2249 | Nursing Science IV | 9 SH |
| (Prerequisite: NUR 2139. Pre/Co-requisite: NUR 2241, SPT 1113) Concepts of protection stressed while utilizing relationship, critical thinking, care management, and primary care skills in a variety of health care settings. Within the framework of the nursing process and throughout the life span, the focus is on unintentional injuries, occupational safety, and environmental health. A transition component will focus on management and budget concepts as they relate to the role of the nurse. (5 hr lecture, 12 hr lab) | | |
| NUR 1133 | Externship for AD Nursing | 3 SH |
| (Prerequisite: Two (2) semesters of Nursing) Provides the nursing student the opportunity to practice basic nursing skills and apply cognitive knowledge in the practice of nursing under the supervision of an adjunct faculty member while earning monetary compensation. (Requires 40 hours per week for 10 weeks) | | |

PHILOSOPHY AND BIBLE

| | | |
|---|--------------------------------------|-------------|
| PHI 1113 | Old Testament Survey | 3 SH |
| Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings considered. (3 hr lecture) | | |
| PHI 1133 | New Testament Survey | 3 SH |
| This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts and the other New Testament books. (3 hr lecture) | | |
| PHI 2113 | Introduction to Philosophy I | 3 SH |
| An introduction to and exploration of values, ethics and social justice. This study is the basis of philosophical justification with an emphasis on reasoning and developing one's own value system. (3 hr lecture) | | |
| PHI 2123 | Introduction to Philosophy II | 3 SH |
| An alternative to or a continuation of Introduction to Philosophy I. This course will focus on the nature of knowledge with an emphasis on developing sound reasoning skills. (3 hr lecture) | | |

PHI 2153 Honors Introduction to Philosophy 3 SH

An examination into the development of philosophical thinking. Designed to be an inquiry into the nature of: reality, knowledge, values and personal identity, with emphasis on learning how to reason and develop one's own systematic philosophy. Ancient and modern trends will be explored. (3 hr lecture)

PHI 2713 Logic 3 SH

The principles and methods of sound reasoning with an emphasis on practical application. Areas of study will include induction, symbolic logic, language, critical thinking skills, and common fallacies of reasoning. (3 hr lecture)

PHYSICS**PHY 1113 Introduction to Astronomy 3 SH**

A study of the solar system, the galaxy, stars, and other stellar systems. Laboratory demonstrations, exercises, experiments, and observations through an optical telescope to illustrate the methods and concepts of astronomy. Some of the laboratory meetings are at night. (2 hr lecture, 2 hr lab)

PHY 1214 Survey of Physics I 4 SH

(Prerequisite: Math Placement Level 3) A comprehensive survey of the concepts of physics, with emphasis on qualitative aspect of classical phenomena and development of modern concepts in atomic and nuclear physics. Primarily for science/technical students who require a background in physics. (3 hr lecture, 2 hr lab)

PHY 2243 Physical Science Survey I 3 SH

Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. A survey of physics and astronomy. (2 hr lecture, 2 hr lab)

PHY 2253 Physical Science Survey II 3 SH

Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. A survey of chemistry, geology, and atmospheric science. (2 hr lecture, 2 hr lab)

PHY 2313 Physics with Calculus I 3 SH

(Pre/Co-requisite: MAT 1613) Laws of mechanics and fluids. PHY 2313, 2323, and 2333 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2323 Physics with Calculus II 3 SH

(Prerequisite: PHY 2313, Pre/Co-requisite: MAT 1623) Simple harmonic motion, mechanical waves, sound, thermal physics, and optics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2333 Physics with Calculus III 3 SH

(Prerequisite: PHY 2323, Pre/Co-requisite: MAT 2613) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2414 General Physics I 4 SH

(Prerequisite: MAT 1313; Pre/Co-requisite MAT 1323) Laws of mechanics, fluids, heat. PHY 2414 and 2424 satisfy the physics requirements for students in pre-pharmacy, pre-medicine and related fields. (3 hr lecture, 2 hr lab)

PHY 2424 General Physics II 4 SH

(Prerequisite: PHY 2414) A continuation of PHY 2414. Laws of mechanical wave motion, light, electricity, magnetism and modern physics. (3 hr lecture, 2 hr lab)

POLITICAL SCIENCE**PSC 1113 American National Government 3 SH**

A survey of U. S. Government, with emphasis on its history, principles, structure, and functions. (3 hr lecture)

PSC 1123 American State and Local Government 3 SH

A survey of the relationship between state and federal governments and between their subdivisions; organizations and functions of the legislative, executive, and judicial units; and suffrage and elections. (3 hr lecture)

PSC 2113 Comparative Government 3 SH

(Prerequisite: PSC 1113) A description and comparison of the principles, structure, and operation of selected political systems. (3 hr lecture)

PSYCHOLOGY

- PSY 1513** **General Psychology I** **3 SH**
 Introduction survey to the scientific study of behavior and psychological processes. Includes history and methods; biological processes; developmental processes; learning; thinking, language, and intelligence; stress and health; and personality. (3 hr lecture)
- PSY 1523** **General Psychology II** **3 SH**
 (Prerequisite: PSY 1513) Advanced course in the scientific study of behavior and psychological processes which includes emotions; consciousness; psychological disorders; therapies and treatment; and social psychology. (3 hr lecture)
- PSY 2553** **Psychology of Personal Adjustment** **3 SH**
 (Prerequisite: PSY 1513 and sophomore standing) A course designed to explore selfhood and identity. Emphasis will be placed on establishing meaningful relationships and sustaining values, learning basic coping strategies for successful life adjustment and exploring other specific areas of personal growth and understanding of self. (3 hr lecture)
- EPY 2513** **Child Psychology** **3 SH**
 (Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. (3 hr lecture)
- EPY 2523** **Adolescent Psychology** **3 SH**
 (Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's role in his family, his peer group, in school and in the larger sociocultural environment. (3 hr lecture)
- EPY 2533** **Human Growth and Development** **3 SH**
 (Prerequisite: PSY 1513) This course examines the physical, cognitive, social, and emotional changes that take place from conception through late adulthood. Emphasis is placed on the interaction of heredity and environment as they affect development. (3 hr lecture)

READING

- REA 1103** **Developmental Reading I** **3 SH**
 (Prerequisite: Reading Placement Level 1; Co-requisite: REA 1000 or 1100) This course is designed to help students develop basic reading skills of word attack and comprehension, to increase vocabulary, and to provide the student with tools for further development of vocabulary, reading, thinking, and study skills necessary for college success. Institutional credit only. (3 hr lecture, 1 hr lab)
- REA 1203** **Developmental Reading II** **3 SH**
 (Prerequisite: Reading Placement Level 2; Co-requisite: REA 1000) This course is designed to help students increase knowledge of basic reading principles and skills necessary for college success. Emphasis is placed on vocabulary, comprehension, and clear thinking. Institutional credit only. (3 hr lecture, 1 hr lab)
- REA 1233** **Speed Reading** **3 SH**
 Practice with laboratory equipment according to the needs of the individual emphasis on flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests and in taking standardized tests. Stimulation for reading in depth. (3 hr lecture)
- REA 1303** **Reading Improvement** **3 SH**
 (Prerequisite: Reading Placement Level 3; Co-requisite: REA 1000) This course is designed to help students increase knowledge of basic reading principles and skills required for independent reading and college success. Emphasis is placed on the development of vocabulary, comprehension, and critical reading and thinking skills. Institutional credit only. (3 hr lecture, 1 hr lab)
- EDU 1413** **Improvement of Study** **3 SH**
 Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

SOCIOLOGY

- SOC 1113** **Introduction to Social Science** **3 SH**
 The fundamental principles of sociology, psychology, political science and economics are presented in traditional academic and active-learning experiences for the student who needs exposure to these subjects before beginning college-level social science study. (3 hr lecture)

| | | |
|--|---|-------------|
| SOC 1513 | Ethnic Relations | 3 SH |
| A study of the economic, political, educational, and racial status of ethnic minorities in the United States. (3 hr lecture) | | |
| SOC 2113 | Introduction to Sociology | 3 SH |
| The nature and development of culture; social aspects of personality; culture change; and, analysis of community life, population trends, social classes, institutions, processes, and organization. (3 hr lecture) | | |
| SOC 2133 | Social Problems | 3 SH |
| (Prerequisite: SOC 2113) A study of the nature, scope and effects of the major social problems of today and the attempts to alleviate them, including such problems as poverty, crime, alcoholism, drug addiction, health care issues, mental illness, and aging. (3 hr lecture) | | |
| SOC 2143 | Marriage and Family | 3 SH |
| (Prerequisite: SOC 2113) A study of the institutions of marriage and the family as a cultural unit in contemporary America, exploring how marriages and family patterns are formed, maintained, and change over the life cycle. (3 hr lecture) | | |
| SOC 2163 | Introduction to Social Work | 3 SH |
| A survey of the historical and contemporary field of social work as it relates to the social problems of poverty, welfare services, aging, crime, and family dysfunction. (3 hr lecture) | | |
| SOC 2173 | Honors Introduction to Sociology | 3 SH |
| Substitutes for SOC 2113. The nature and development of culture; social aspects of personality; culture change; and, an analysis of community life, population trends, social classes, institutions, processes, and organization. Special projects, activities, and recitation opportunities provided. (3 hr discussion/lecture) | | |
| SOC 2253 | Introduction to Gerontology | 3 SH |
| (Prerequisite: SOC 2113) Systematic study of the psychological, physical and social conditions of aging adults in society with emphasis on health, interpersonal problems, housing, employment, retirement/widowhood, exploitation, and death. (3 hr lecture) | | |

SPEECH AND THEATRE

| | | |
|---|--|-------------|
| SPT 1103 | Basic Speaking and Listening | 3 SH |
| Institutional credit only. Will not substitute for the speech requirements in any curriculum. Stresses basic communication skills, speaking with groups and individuals and listening to individuals and groups. (3 hr lecture) | | |
| SPT 1113 | Oral Communications: (Principles of Speech) | 3 SH |
| Fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture) | | |
| SPT 1123 | Argumentation and Debate I | 3 SH |
| Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture) | | |
| SPT 1131 | Forensics I | 1 SH |
| An activity course in public speaking which includes oratory, declamation, oral interpretation, extemporaneous speaking, and debate. Students participate in intercollegiate forensic contests and debate tournaments. (2 hr lab) | | |
| SPT 1141 | Forensics II | 1 SH |
| A continuation of SPT 1131. Students participate in intercollegiate forensic contests and debate tournaments, in events such as oratory, declamation, oral interpretation, extemporaneous speaking, and debate. (2 hr lab) | | |
| SPT 1153 | Voice and Diction | 3 SH |
| (Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture) | | |
| SPT 1163 | Honors Oral Communications | 3 SH |
| Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. Special projects, activities, and opportunities for independent study provided. Available only to students enrolled in the College Honors Program. (3 hr lecture) | | |
| SPT 1213 | Fundamentals of Theatre | 3 SH |
| Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. (3 hr lecture) | | |
| SPT 1233 | Acting I | 3 SH |
| Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture) | | |

This program continued on next page

| | | |
|---|----------------------------|-------------|
| SPT 1241 | Drama I | 1 SH |
| Participation in college drama productions. (4 hr lab) | | |
| SPT 1251 | Drama II | 1 SH |
| Participation in college drama productions. (4 hr lab) | | |
| SPT 1272 | Theatre Makeup | 2 SH |
| (Prerequisite: SPT 1213 and 1233, or consent of instructor) Techniques and application of makeup for the stage. (3 hr lab) | | |
| SPT 2111 | Contest Speech I | 1 SH |
| Offered to students interested in intercollegiate speech competition. (2 hr lab) | | |
| SPT 2121 | Contest Speech II | 1 SH |
| A continuation of SPT 2111. Offered to students interested in intercollegiate speech competition. (2 hr lab) | | |
| SPT 2143 | Oral Interpretation | 3 SH |
| (Prerequisite: SPT 1113, or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture) | | |
| SPT 2241 | Drama III | 1 SH |
| Participation in college drama productions. (4 hr lab) | | |
| SPT 2251 | Drama IV | 1 SH |
| Participation in college drama productions. (4 hr lab) | | |



V

Technical Programs and Course Descriptions

TWO-YEAR TECHNICAL ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

| PROGRAM TITLE (Major) | JACKSON | | | | | |
|---|---------|------|-----|-----|-----|-----|
| | ATC | NAHC | RAN | RAY | UTI | VWC |
| Agribusiness Management Technology (1+1) | | | | X | | |
| Aviation Maintenance Technology | | | | X | | |
| * Banking and Finance Technology | EVE | | | | | |
| Business and Office Technology | | | | | | |
| Accounting Technology Option | X | | X | X | X | X |
| Medical Office Technology Option | X | | | | | |
| Microcomputer Technology Option | X | | X | X | X | X |
| Office Systems Technology Option (1+1) | X | | X | X | X | X |
| Child Development Technology | X | | | | X | |
| Computer Information Systems Technology | | | | | | |
| Computer Programming Option (1+1) | | | | X | X | X+ |
| Network Support Option (1+1) | | | X | X | | |
| Court Reporting Technology | | | | X | | |
| Dental Assisting Technology (1+1) *** | | X | | | | |
| Drafting and Design Technology | | | | | | |
| Architectural Drafting Technology Option | X | | | X | X | |
| General Drafting Technology Option | X | | | X | X | X+ |
| Geographic Information Systems Technology Option | X | | | | | |
| Electrical and Electronics Technology | | | | | | |
| Biomedical Technology Option | | | | X | | |
| Computer Servicing Technology Option (1+1) | X | | | | | |
| Electronics Technology Option | | | X | X | X | |
| Telecommunications Technology Option | X | | | X | | |
| Emergency Medical Technology-Paramedic (1+1) *** | | X | | | | |
| Fire Protection Technology | | | | | | |
| Speciality Option | | | | X | | |
| Graphic Design Technology | | | | X | | |
| Health Information Technology (Medical Record Technology) *** | | X | | | | |
| Heating and Air Conditioning Technology | | | | X | | |
| Hospitality and Tourism Management Technology | | | | | | |
| Culinary Arts Technology Option (1+1) | X | | | | | |
| Hotel and Restaurant Management Technology Option | X | | | | | |
| Travel and Tourism Management Technology Option | X | | | | | |
| Interpreter Training Technology | | | | X | | |
| Landscape Management Technology (1+1) | | | | X | | |
| Marketing Management Technology | | | | | | |
| General Marketing Management Technology Option | | | X | X | | |
| Real Estate Technology Option * | | | EVE | EVE | | |
| Radio and Television Production and Broadcasting Technology | | | | | X | |
| Medical Assisting Technology | | | X | | | |

| PROGRAM TITLE (Major) | JACKSON | | | | | |
|--|---------|------|-----|-----|-----|-----|
| | ATC | NAHC | RAN | RAY | UTI | VWC |
| Medical Laboratory Technology *** | | X | | | | |
| Paralegal Technology | X | | | X | | |
| Physical Therapist Assistant Technology *** | | X | | | | |
| Postal Management Technology* | EVE | | | | | |
| Quality Assurance Technology Inspection and Testing Technology Option | EVE | | | | | |
| Radiography Technology *** & **** | | X | | | | |
| Respiratory Care Technology *** | | X | | | | |
| Surgical Technology (1+1) *** | | X | | | | |
| Veterinary Technology (1+1) | | | | X | | |

- Note(s): (1) * Denotes a part-time Business, Industry and Government (BIG) Services program with selected courses offered on demand only.
- (2) ** This is a 1/2 time evening program only
- (3) *** Please see Special Admission Requirements for Allied Health Programs
- (4) **** Program in cooperation with Mississippi Baptist Medical Center
- (5) 1+1 Denotes a two-year program with an employability exit point after one year.
- (6) + One-year Technical Certificate Program only

AGRIBUSINESS MANAGEMENT TECHNOLOGY (1+1)

Program Description: The Agricultural Business and Management Technology program is designed to provide a student with basic skills needed to pursue a variety of agricultural careers. These skills include livestock management, agribusiness management, basic maintenance technology, and human relations. Specific jobs may include: farm and ranch manager, agribusiness managers, AG supply, equipment, livestock and chemical sales, research assistants, soil conservation technicians, food processing supervisors and other entry level management positions.

Campus Location: Raymond — (601) 857-3552

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|---|-----|-----|-----|-----------|
| 1st Year 1st Semester | | | | | |
| AGT 1111 | Survey of Agricultural Technology | 1 | 0 | 0 | 1 |
| AGT 1214 | Applied Principles of Animal Production | 3 | 2 | 0 | 4 |
| AGT 1313 | Applied Principles of Plant Production | 2 | 2 | 0 | 3 |
| AGT 2213 | Agricultural Sales | 2 | 2 | 0 | 3 |
| AGT 2713 | Beef Production I | 2 | 2 | 0 | 3 |
| CPT 1113 | Microcomputer Software Applications | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 17 |
| 1st Year 2nd Semester | | | | | |
| AGT 1613 | Agricultural Records | 2 | 2 | 0 | 3 |
| AGT 1714 | Applied Soil Conservation and Use | 3 | 2 | 0 | 4 |
| AGT 2263 | Applied Agricultural Economics | 2 | 2 | 0 | 3 |
| AGT 2723 | Beef Production II | 2 | 2 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Technical Certificate (One Year) | | | | | 33 |
| 2nd Year 1st Semester | | | | | |
| AGT 1513 | Principles of Agricultural Marketing | 2 | 2 | 0 | 3 |
| AGT 2113 | Agricultural Structures | 1 | 4 | 0 | 3 |
| AGT 2114 | Supervised Agricultural Experience | 1 | 0 | 8 | 4 |
| | Approved Electives | | | | 3 |
| | Mathematics/Science Elective | | | | 3 |
| TOTAL | | | | | 16 |

This program continued on next page.

| 2nd Year | 2nd Semester | | | | |
|--|---------------------------------------|---|---|---|-----------|
| AGT 1413 | Principles of Agricultural Management | 2 | 2 | 0 | 3 |
| AGT 2313 | Human Relations in Agribusiness | 2 | 2 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| PSY 1513 | General Psychology I | 3 | 0 | 0 | 3 |
| | Humanities/Fine Arts Elective | | | | 3 |
| TOTAL | | | | | 15 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 64 |

AVIATION MAINTENANCE TECHNOLOGY

Program Description: The Aviation Maintenance Technology program prepares individuals to inspect, repair, service, and overhaul aircraft engine components and systems. This program is designed to prepare students for the Federal Aviation Administration examinations for certification as an Aircraft Maintenance Technician.

Campus Location: Raymond — (601) 857-3300

Admission Requirement: Score of 15 or higher on ACT (when applicable)

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| APT 1113 | Aviation Applied Science | 42 | 57 | 0 | 3 |
| APT 1123 | Aviation Electricity I | 33 | 40 | 0 | 3 |
| APT 1134 | Aviation Materials and Processes | 45 | 65 | 0 | 4 |
| APT 1143 | Aircraft Servicing Weight-and-Balance | 30 | 50 | 0 | 3 |
| APT 1153 | Maintenance Forms and Records | 30 | 45 | 0 | 3 |
| TOTAL | | | | | 16 |
| 1st Year | | | | | |
| APT 1162 | Reciprocating Engine Theory | 37 | 0 | 0 | 2 |
| APT 1213 | Reciprocating Engine Overhaul & Inspection | 28 | 92 | 0 | 3 |
| APT 1222 | Turbine Engine Theory | 37 | 0 | 0 | 2 |
| APT 1233 | Turbine Engine Overhaul & Inspection | 28 | 92 | 0 | 3 |
| APT 1254 | Lubrication and Fuel Metering Systems | 55 | 68 | 0 | 4 |
| APT 1262 | Induction, Cooling, and Exhaust Systems | 27 | 52 | 0 | 2 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| APT 1241 | Powerplant Conformity Airworthiness Inspection | 14 | 18 | 0 | 1 |
| APT 2114 | Aviation Electricity II | 55 | 67 | 0 | 4 |
| APT 2123 | Propellers and Powerplant Review | 36 | 45 | 0 | 3 |
| APT 2135 | Structures I | 43 | 131 | 0 | 5 |
| APT 2143 | Structures II | 42 | 59 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| APT 2212 | Aircraft Controls | 17 | 42 | 0 | 2 |
| APT 2222 | Aviation Electricity III | 28 | 41 | 0 | 2 |
| APT 2232 | Hydraulic and Pneumatic Power Systems | 18 | 42 | 0 | 2 |
| APT 2243 | Landing Gear and Protection Systems | 32 | 42 | 0 | 3 |
| APT 2251 | Environmental Control | 14 | 24 | 0 | 1 |
| APT 2263 | Aircraft Instrumentation Systems | 42 | 42 | 0 | 3 |
| APT 2271 | Aircraft Fuel Systems | 18 | 18 | 0 | 1 |
| APT 2282 | Airframe Inspection and Review | 14 | 42 | 0 | 2 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Certificate in Aviation Maintenance Technology (Two Year) | | | | | 64 |

A student may receive an Associate in Applied Science Degree in Aviation Maintenance Technology by completion of the two-year certificate program and 15 semester hours of academic courses including:

| | | |
|--|------------------------------------|-----------|
| ENG 1113 | English Composition I | 3 |
| ENG 1123 | English Composition II | 3 |
| SPT 1113 | Oral Communications | 3 |
| | Behavioral/Social Science Elective | 3 |
| | Mathematics/Science Elective | 3 |
| TOTAL | | 15 |
| COMPLETION AWARD: Associate in Applied Science Degree | | 79 |

BANKING AND FINANCE TECHNOLOGY in Cooperation with the American Institute of Banking

Program Description: This curriculum and its associated courses are planned to meet most course requirements of the professional development program of the American Bankers Association offered through the AIB diplomas and certificates, including: General Banking Diploma, Consumer Service Skills Certificate, Consumer Credit Diploma, Securities Services Skills Certificate, Commercial Lending Diploma, Supervisory Skills Certificate, and Teller Skills Certificate.

Campus Location: Jackson Campus-Academic/Technical Center (Evening only) — (601) 366-1405

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ACC 1213 | (AIB 1000) Principles of Accounting I | 3 | 0 | 0 | 3 |
| BOT 1313 | (AIB 3800) Business Mathematics | 3 | 0 | 0 | 3 |
| BFT 1113 | (AIB 1370) Principles of Banking | 3 | 0 | 0 | 3 |
| ECO 2113 | (AIB 2350) Principles of Economics I | 3 | 0 | 0 | 3 |
| ENG 1113 | (AIB 2610) English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| 2nd Semester | | | | | |
| ACC 1223 | (AIB 1010) Principles of Accounting II | 3 | 0 | 0 | 3 |
| BFT 1123 | (AIB 1350) Money and Banking | 3 | 0 | 0 | 3 |
| BFT 1173 | (AIB 3660) Law and Banking Principles | 3 | 0 | 0 | 3 |
| BFT 2133 | (AIB 6350) Introduction to Commercial Lending | 3 | 0 | 0 | 3 |
| ENG 1123 | (AIB 1860) English Composition II | 3 | 0 | 0 | 3 |
| | Mathematic/Science Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BFT 1183 | (AIB 4140) Management Fundamentals | 3 | 0 | 0 | 3 |
| PSY 1513 | General Psychology I | 3 | 0 | 0 | 3 |
| SPT 1113 | (AIB 5465) Oral Communications | 3 | 0 | 0 | 3 |
| | Technical Electives | | | | 6 |
| | Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Semester | | | | | |
| BFT 1313 | (AIB 6920) Analyzing Financial Statements | 3 | 0 | 0 | 3 |
| BFT 2213 | (AIB 7740) Marketing for Bankers | 3 | 0 | 0 | 3 |
| BFT 2823 | (AIB 3710) Law and Banking Applications | 3 | 0 | 0 | 3 |
| | Technical Electives | | | | 6 |
| | Elective | | | | 3 |
| TOTAL | | | | | 18 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 69 |
| APPROVED ELECTIVES | | | | | |
| BFT 1133 | (AIB 7520) Bank Management | 3 | 0 | 0 | 3 |
| BFT 1143 | (AIB 6260) Savings and Time Deposit Banking | 3 | 0 | 0 | 3 |
| BFT 1153 | (AIB 1860) Writing for Results | 3 | 0 | 0 | 3 |
| BFT 1163 | (AIB 4300) Supervision and Personnel Admin. | 3 | 0 | 0 | 3 |
| BFT 1213 | (AIB 6912) Lending to Agricultural Enterprises | 3 | 0 | 0 | 3 |
| BFT 1223 | (AIB 7880) Real Estate Finance | 3 | 0 | 0 | 3 |
| BFT 1233 | (AIB 6000) Bank Accounting | 3 | 0 | 0 | 3 |
| BFT 1243 | (AIB 6150) Bank Control and Audit | 3 | 0 | 0 | 3 |
| BFT 1253 | (AIB 7002) Consumer Credit Analysis | 3 | 0 | 0 | 3 |
| BFT 1263 | (AIB 6345) Corporate Banking: A Practical Approach to Lending | 3 | 0 | 0 | 3 |
| BFT 1273 | Corporate Securities Services | 3 | 0 | 0 | 3 |
| BFT 1283 | (AIB 6204) Deposit Operations | 3 | 0 | 0 | 3 |
| BFT 1293 | (AIB 6535) Financial Planning for Bankers | 3 | 0 | 0 | 3 |
| BFT 1323 | (AIB 6610) Bank Cards | 3 | 0 | 0 | 3 |
| BFT 1333 | (AIB 6970) Statement Analysis | 3 | 0 | 0 | 3 |
| BFT 1373 | Contemporary Issues in Banking | 3 | 0 | 0 | 3 |

This program continued on next page.

| | | | | | |
|--|---|---|---|---|---|
| BFT 1343 | (AIB 6233) Retail Banking Series | 3 | 0 | 0 | 3 |
| BFT 2123 | (AIB 7008) Consumer Lending | 3 | 0 | 0 | 3 |
| BFT 2143 | (AIB 7625) Credit Department Management | 3 | 0 | 0 | 3 |
| BFT 2153 | (AIB 1375) Inside Commercial Banking | 3 | 0 | 0 | 3 |
| BFT 2313 | (AIB 7200) Bank Investments | 3 | 0 | 0 | 3 |
| BFT 2323 | (AIB 3540) Investment Basics and Beyond | 3 | 0 | 0 | 3 |
| BFT 2343 | Economics for Bankers | 3 | 0 | 0 | 3 |
| BFT 2333 | (AIB 6360) Loan Officer Development | 3 | 0 | 0 | 3 |
| BFT 2413 | (AIB 8250) The Trust Business | 3 | 0 | 0 | 3 |
| BFT 2423 | (AIB 7110) International Banking | 3 | 0 | 0 | 3 |
| BFT 2433 | (AIB 8310) Trust Management | 3 | 0 | 0 | 3 |
| BFT 2443 | (AIB 8300) Trust Investments | 3 | 0 | 0 | 3 |
| BFT 2723 | (AIB 7240) Securities Processing | 3 | 0 | 0 | 3 |
| BFT 2813 | (AIB 7660) Management of Comm. Bank Funds | 3 | 0 | 0 | 3 |
| BFT 2833 | (AIB 3630) Federal Regulation of Banking | 3 | 0 | 0 | 3 |
| BFT 2843 | (AIB 7580) Branch Management Series | 3 | 0 | 0 | 3 |
| Business Administration | | | | | |
| BAD 1113 | Introduction to Business | 3 | 0 | 0 | 3 |
| BAD 2323 | Business Statistics | 3 | 0 | 0 | 3 |
| BAD 2413 | Legal Environment of Business I | 3 | 0 | 0 | 3 |
| BAD 2423 | Legal Environment of Business II | 3 | 0 | 0 | 3 |
| Marketing Management Technology | | | | | |
| MMT 2213 | (AIB 4140) Management | 3 | 0 | 0 | 3 |
| MMT 2173 | (AIB 6235) Sales Management | 3 | 0 | 0 | 3 |
| MMT 2233 | (AIB 4300) Human Resource Management | 3 | 0 | 0 | 3 |
| MMT 2743 | (AIB 7860) Real Estate Appraisal | 3 | 0 | 0 | 3 |
| Economics | | | | | |
| ECO 2123 | Principles of Economics II | 3 | 0 | 0 | 3 |
| Computer Information Systems Technology | | | | | |
| CPT 1324 | (AIB 2090) Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| Mathematics | | | | | |
| MAT 1233 | Intermediate Algebra | 3 | 0 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| MAT 1333 | Finite Mathematics | 3 | 0 | 0 | 3 |
| MAT 1753 | Quantitative Reasoning | 3 | 0 | 0 | 3 |

BUSINESS & OFFICE TECHNOLOGY ACCOUNTING TECHNOLOGY OPTION *

Program Description: The Accounting Technology Program is designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin, Raymond, Utica and Vicksburg-Warren Co. Branch [All campuses – (601) 857-3298]

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BOT 1113 | Document Formatting and Production | 2 | 2 | 0 | 3 |
| BOT 1123 | Keyboard Speed Building | 2 | 2 | 0 | 3 |
| BOT 1133 | Microcomputer Applications | 2 | 2 | 0 | 3 |
| BOT 1313 | Applied Business Math | 3 | 0 | 0 | 3 |
| BOT 1433 | Business Accounting | 3 | 0 | 0 | 3 |
| BOT 1713 | Mechanics of Communication | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |
| 2nd Semester | | | | | |
| 2nd Semester | | | | | |
| ACC 1213 | Principles of Accounting I | 3 | 0 | 0 | 3 |
| BOT 1143 | Word Processing Applications | 2 | 2 | 0 | 3 |
| BOT 1413 | Records Management | 3 | 0 | 0 | 3 |
| BOT 1813 | Electronic Spreadsheets | 2 | 2 | 0 | 3 |
| BOT 2813 | Business Communication | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |

| 2nd Year | 1st Semester | | | | |
|--------------|--------------------------------------|---|---|---|-----------|
| ACC 1223 | Principles of Accounting II | 3 | 0 | 0 | 3 |
| BOT 1213 | Professional Development | 3 | 0 | 0 | 3 |
| BOT 2143 | Operating Systems | 2 | 2 | 0 | 3 |
| BOT 2413 | Computerized Accounting | 2 | 2 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Mathematics/Natural Science Elective | | | | 3 |
| TOTAL | | | | | 18 |

| 2nd Year | 2nd Semester | | | | |
|--------------|-------------------------------------|---|---|---|-----------|
| BOT 2133 | Desktop Publishing | 2 | 2 | 0 | 3 |
| BOT 2713 | Advanced Microcomputer Applications | 2 | 2 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| | BOT Accounting Elective | | | | 3 |
| | Social/Behavioral Science Elective | | | | 3 |
| TOTAL | | | | | 15 |

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers.

COMPLETION AWARD: Associate in Applied Science Degree

BUSINESS AND OFFICE TECHNOLOGY MEDICAL OFFICE TECHNOLOGY OPTION *

Program Description: The Medical Office Technology Program is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, and other health related organizations.

Campus Location: Jackson Campus-Academic/Technical Center – (601) 987-8122

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|-----------------|------------------------------------|-----|-----|-----|-----------|
| 1st Year | 1st Semester | | | | |
| BOT 1113 | Document Formatting and Production | 2 | 2 | 0 | 3 |
| BOT 1123 | Keyboard Speed Building | 2 | 2 | 0 | 3 |
| BOT 1133 | Microcomputer Applications | 2 | 2 | 0 | 3 |
| BOT 1313 | Applied Business Math | 3 | 0 | 0 | 3 |
| BOT 1613 | Medical Office Terminology I | 3 | 0 | 0 | 3 |
| BOT 1713 | Mechanics of Communication | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |

| | | | | | |
|-----------------|-------------------------------|---|---|---|-----------|
| 1st Year | 2nd Semester | | | | |
| BOT 1143 | Word Processing Applications | 2 | 2 | 0 | 3 |
| BOT 1413 | Records Management | 3 | 0 | 0 | 3 |
| BOT 1433 | Business Accounting | 3 | 0 | 0 | 3 |
| BOT 1623 | Medical Office Terminology II | 2 | 2 | 0 | 3 |
| BOT 2813 | Business Communication | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |

| | | | | | |
|-----------------|------------------------------|---|---|---|-----------|
| 2nd Year | 1st Semester | | | | |
| BOT 1513 | Machine Transcription | 2 | 2 | 0 | 3 |
| BOT 2143 | Operating Systems | 2 | 2 | 0 | 3 |
| BOT 2413 | Computerized Accounting | 2 | 2 | 0 | 3 |
| BOT 2743 | Medical Office Concepts | 2 | 2 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Mathematics/Science Elective | | | | 3 |
| TOTAL | | | | | 18 |

| | | | | | |
|-----------------|-------------------------------------|---|---|---|-----------|
| 2nd Year | 2nd Semester | | | | |
| BOT 2523 | Medical Machine Transcription | 2 | 2 | 0 | 3 |
| BOT 2713 | Advanced Microcomputer Applications | 2 | 2 | 0 | 3 |
| BOT 2753 | Medical Information Management | 2 | 2 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| | Social/Behavioral Science Elective | | | | 3 |
| TOTAL | | | | | 15 |

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers

COMPLETION AWARD: Associate in Applied Science Degree

BUSINESS AND OFFICE TECHNOLOGY MICROCOMPUTER TECHNOLOGY OPTION *

Program Description: The Microcomputer Technology Program is designed to prepare students to manage the microcomputer operations in an office including software configuration, troubleshooting, network administration, and system operation.

Campus Locations: Jackson Campus-Academic/Technical Center, Rankin, Raymond, Utica, and Vicksburg-Warren County Branch [All campuses – (601) 857-3298]

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|-------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BOT 1113 | Document Formatting and Production | 2 | 2 | 0 | 3 |
| BOT 1133 | Microcomputer Applications | 2 | 2 | 0 | 3 |
| BOT 1213 | Professional Development | 3 | 0 | 0 | 3 |
| BOT 1313 | Applied Business Math | 3 | 0 | 0 | 3 |
| BOT 1713 | Mechanics of Communication | 3 | 0 | 0 | 3 |
| | Social/Behavioral Science Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| BOT 1143 | Word Processing Applications | 2 | 2 | 0 | 3 |
| BOT 1433 | Business Accounting | 3 | 0 | 0 | 3 |
| BOT 1813 | Electronic Spreadsheets | 2 | 2 | 0 | 3 |
| CPT 1214 | BASIC Programming Language | 3 | 2 | 0 | 4 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BOT 2143 | Operating Systems | 2 | 2 | 0 | 3 |
| BOT 2323 | Database Management | 2 | 2 | 0 | 3 |
| BOT 2413 | Computerized Accounting | 2 | 2 | 0 | 3 |
| CPT 1343 | Systems Administration and Control | 2 | 2 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Mathematics/Science Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| BOT 2133 | Desktop Publishing | 2 | 2 | 0 | 3 |
| BOT 2153 | Network Management | 2 | 2 | 0 | 3 |
| BOT 2713 | Advanced Microcomputer Applications | 2 | 2 | 0 | 3 |
| BOT 2813 | Business Communication | 3 | 0 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers

COMPLETION AWARD: Associate in Applied Science Degree

BUSINESS & OFFICE TECHNOLOGY

OFFICE SYSTEMS TECHNOLOGY OPTION (1 + 1) *

Program Description: The Office Systems Technology program is designed to prepare students for office positions such as receptionist, general clerk, accounting clerk, word processing operator, or administrative assistant. The student will develop skills using a wide variety of microcomputer software applications including word processing, electronic spreadsheets, database management, and desktop publishing.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin, Raymond, Utica, and Vicksburg-Warren County Branch [All campuses – (601) 857-3298]

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|-------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BOT 1113 | Document Formatting and Production | 2 | 2 | 0 | 3 |
| BOT 1123 | Keyboard Speed Building | 2 | 2 | 0 | 3 |
| BOT 1133 | Microcomputer Applications | 2 | 2 | 0 | 3 |
| BOT 1213 | Professional Development | 3 | 0 | 0 | 3 |
| BOT 1313 | Applied Business Math | 3 | 0 | 0 | 3 |
| BOT 1713 | Mechanics of Communication | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| BOT 1143 | Word Processing Applications | 2 | 2 | 0 | 3 |
| BOT 1413 | Records Management | 3 | 0 | 0 | 3 |
| BOT 1433 | Business Accounting | 3 | 0 | 0 | 3 |
| BOT 1813 | Electronic Spreadsheets | 2 | 2 | 0 | 3 |
| BOT 2813 | Business Communication | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition 1 | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |
| COMPLETION AWARD: Technical Certificate (One Year) | | | | | 36 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BOT 1513 | Machine Transcription | 2 | 2 | 0 | 3 |
| BOT 2143 | Operating Systems | 2 | 2 | 0 | 3 |
| BOT 2323 | Data Base Management | 2 | 2 | 0 | 3 |
| BOT 2413 | Computerized Accounting | 2 | 2 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Mathematics/Science Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| BOT 2133 | Desktop Publishing | 2 | 2 | 0 | 3 |
| BOT 2713 | Advanced Microcomputer Applications | 2 | 2 | 0 | 3 |
| BOT 2723 | Administrative Office Procedures | 2 | 2 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| | Social/Behavioral Science Elective | | | | 3 |
| TOTAL | | | | | 15 |

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers.

COMPLETION AWARD: Associate in Applied Science Degree

CHILD DEVELOPMENT TECHNOLOGY

Program Description: The Child Development Technology Program provides an understanding of the physical, mental, social and emotional development of young children. Upon completion of the program, graduates will be eligible for employment such as day care center operators, child care teachers, kindergarten or elementary classroom aides, and workers in state or federally funded programs.

Campus Locations: Jackson Campus-Academic/Technical Center (601) 366-5612 and Utica (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| CDT 1114 | Child Care Profession | 3 | 2 | 0 | 4 |
| CDT 1214 | Infant and Toddler Development | 3 | 2 | 0 | 4 |
| CDT 1313 | Art for Preschool Children | 3 | 0 | 0 | 3 |
| CDT 1323 | Music/Movement for Preschool Children | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 2nd Semester | | | | | |
| CDT 1224 | Child Growth and Development | 3 | 2 | 0 | 4 |
| CDT 1333 | Language Arts for Preschool Children | 3 | 0 | 0 | 3 |
| CDT 1514 | Child Nutrition and Health Care | 4 | 0 | 0 | 4 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| | Fine Arts-Humanities Elective | | | | 3 |
| TOTAL | | | | | 17 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| CDT 2233 | Guiding Social and Emotional Behavior | 3 | 0 | 0 | 3 |
| CDT 2413 | Atypical Child Development | 2 | 2 | 0 | 3 |
| CDT 2613 | Methods and Materials | 3 | 0 | 0 | 3 |
| CDT 2915 | Technical Practicum I | 0 | 10 | 0 | 5 |
| | Mathematic/Science Elective | | | | 3 |
| TOTAL | | | | | 17 |
| 2nd Semester | | | | | |
| CDT 2713 | Social Studies, Math, and Science for the Preschool Children | 3 | 0 | 0 | 3 |
| CDT 2813 | Administration of Preschool Programs | 3 | 0 | 0 | 3 |
| CDT 2925 | Technical Practicum II | 0 | 10 | 0 | 5 |
| SPT 1113 | Oral Communication | 3 | 0 | 0 | 3 |
| | Social/Behavioral Science Elective | | | | 3 |
| TOTAL | | | | | 17 |

COMPLETION AWARD: Associate in Applied Science Degree

COMPUTER INFORMATION SYSTEMS TECHNOLOGY COMPUTER PROGRAMMING OPTION (1+1)

Program Description: The Computer Programming option is a two-year program of study designed to prepare the student for entry-level employment and advancement in computer programming and systems analysis. Successful completion of the first year of this program entitles a student to receive a computer operations certificate. The Associate in Applied Science Degree is earned upon successful completion of the Computer Programming curriculum.

Campus Location(s): Raymond (601) 857-3493 • Utica (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|--------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ACC 1213 | Principles of Accounting I | 3 | 0 | 0 | 3 |
| CPT 1124 | Computer Concepts | 3 | 2 | 0 | 4 |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |



HINDS COMMUNITY COLLEGE APPLICATION FOR FINANCIAL AID AND SCHOLARSHIPS

(Please type or print in dark ink.)

OFFICE USE ONLY

Received _____

Forwarded _____

Initials _____

INSTRUCTIONS

1. Answer all questions on this Financial Aid Application completely and correctly.
Mail application to: **Office of Financial Aid, Hinds Community College, Raymond, MS 39154-9799**
2. Complete the Free Application for Federal Student Aid (FAFSA), enter 0002407 (Title IV School Code), Hinds Community College, Raymond, MS, in section H, number 90. Mail the FAFSA in the self-addressed envelope included in the FAFSA application, or complete the FAFSA on the internet at www.fafsa.ed.gov. (**Priority deadline is April 1.**)
3. Complete all admissions requirements. **Keep mailing address current with the Office of Admissions**

1. Name: _____
Last First Middle
2. Social Security Number: _____ 3. Phone number: _____
4. Permanent address: _____
Street, Route, Box City, State, Zip
5. State of legal residence: _____ Legal resident since (date): _____
6. Date of birth: _____ 7. Major field of study: _____
8. ☐ Academic ☐ Technical ☐ Vocational
9. Basis for admission to HCC: ☐ High school diploma ☐ GED ☐ Transfer from another college ☐ Non - high school graduate
10. Name of high school attended: _____ Year graduated with diploma: _____
11. Circle period(s) for which assistance is requested (specify each semester and number of semester hours to be attempted):
Summer 1998 Fall 1998 Spring 1999 Summer 1999
No. of sem. hours _____ No. of sem. hours _____ No. of sem. hours _____ No. of sem. hours _____
12. Which location of Hinds Community College do you plan to attend? ☐ Raymond Campus ☐ Utica Campus ☐ Rankin Campus
☐ Jackson - Academic/Technical Center ☐ Jackson - Nursing/Allied Health Center ☐ Vicksburg-Warren County Branch
13. Where will you live while enrolled at HCC? ☐ with parents ☐ residence hall ☐ off campus (not with parents)



HINDS COMMUNITY COLLEGE APPLICATION FOR FINANCIAL AID AND SCHOLARSHIPS

(Please type or print in dark ink.)

| |
|-----------------|
| OFFICE ONLY |
| Received _____ |
| Forwarded _____ |
| Initials _____ |

INSTRUCTIONS

- Answer all questions on this Financial Aid Application completely and correctly.
Mail application to: **Office of Financial Aid, Hinds Community College, Raymond, MS 39154-9799**
- Complete the Free Application for Federal Student Aid (FAFSA), enter 0002407 (Title IV School Code), Hinds Community College, Raymond, MS, in section H, number 80. Mail the FAFSA in the self-addressed envelope included in the FAFSA application, or complete the FAFSA on the internet at www.fafsa.ed.gov. (Priority deadline is April 1.)
- Complete all admissions requirements. **Keep mailing address current with the Office of Admissions**

- Name: Last _____ First _____ Middle _____
Social Security Number _____ 3. Phone number: _____
- Permanent address: _____
Street, Route, Box _____ City, State, Zip _____
- State of legal residence: _____ Legal resident since (date): _____
- Date of birth: _____ 7. Major field of study: _____
- Academic ☐ Technical ☐ Vocational ☐
- Basis for admission to HCC: ☐ High school diploma ☐ GED ☐ Transfer from another college ☐ Non-high school graduate
- Name of high school attended: _____ Year graduated with diploma: _____
- Circle period(s) for which assistance is requested (specify each semester and number of semester hours to be attempted):
Summer 1998 _____ Fall 1998 _____ Spring 1999 _____ Summer 1999 _____
No. of sem. hours _____ No. of sem. hours _____ No. of sem. hours _____
- Which location of Hinds Community College do you plan to attend? ☐ Raymond Campus ☐ Uica Campus ☐ Rankin Campus
☐ Jackson - Academic/Technical Center ☐ Jackson - Nursing/Allied Health Center ☐ Vicksburg-Warren County Branch
- Where will you live while enrolled at HCC? ☐ with parents ☐ residence hall ☐ off campus (not with parents)
- Expected graduation or completion date from Hinds Community College: (month and year) _____
- Please check all types of Financial Aid for which you are applying. (Note: All programs listed below require additional documents.)
☐ Grants ☐ Work-Study ☐ State Scholarships (MTAG/MESG)
☐ Loans ☐ Veterans Benefits ☐ HCC Scholarships (must complete reverse side)
- Do you expect to receive any other sources of financial assistance other than those listed?
☐ No ☐ Yes (If yes, please indicate source and amount.) _____
- List below all colleges and schools you have attended since high school up to and including the present. Do not omit any. **Students transferring from other institutions must have Financial Aid Transcripts from each institution on file with the HCC Financial Aid Office.**

| | | |
|--|--|--|
| | | |
| | | |
| | | |

STATEMENT OF EDUCATIONAL PURPOSE/REGISTRATION COMPLIANCE

I certify under penalty of perjury that any proceeds obtained as a result of this application or other federal aid program or any scholarship or loan funded in whole or in part by the State of Mississippi will be used solely for expenses related to attendance at Hinds Community College. I also affirm that I have not borrowed in excess of federal Title IV loan limits and that I do not owe a repayment on any state or federal grant and that I am not in default on a federal Title IV loan.

☐ I certify that I am not required to be registered with Selective Service because:

- (Please check the following as appropriate)
- ☐ I am a female.
 - ☐ I am in the armed services on active duty (Note: Does not apply to members of the Reserve and National Guard who are not on active duty.)
 - ☐ I have not reached my 18th birthday.
 - ☐ I was born before 1960.

☐ I certify under penalty of perjury I am registered with the Selective Service.

Certification: All the information provided by me or any other person on this form is true to the best of my knowledge. I understand that this application does not guarantee me a scholarship. I further understand that I must fully comply with all guidelines governing the scholarship if I am awarded (see College Catalog and Handbook).

Signature of Student _____

Date _____

Scholarship Applicants Only

Check the scholarship(s) for which you are applying and follow the instructions in description box:

| HINDS COMMUNITY COLLEGE SCHOLARSHIPS | | |
|---|--|--|
| TYPE | DESCRIPTION | DEADLINE |
| <input type="checkbox"/> ACT Scholarships | Available to first-time entering freshmen students who score a composite score of 21 or above on the ACT. ACT Scholarships are awarded on a first-come basis. Send the application and a copy of your ACT profile to the Office of Financial Aid, Hinds Community College, Raymond, MS 39154-9799. | Priority Deadline MARCH 1 |
| <input type="checkbox"/> Honors Scholarships | Available for a maximum of four consecutive fall and spring semesters. Applicants must be Mississippi residents and must be enrolled in 12 or more semester hours, 7 of which must be in honors studies. Recipients must maintain full-time student status and minimum 3.0 grade point average. Applicants must complete (1) this application and (2) an Honors Program Application, and both forms must be submitted to the Honors Center on the Raymond Campus. | Priority Deadline MARCH 1 |
| <input type="checkbox"/> Development Foundation Scholarships | <p>Awarded to students who are involved in extracurricular activities, have a desire for achievement, show excellence in the classroom, and have a need for financial assistance. To apply for a Development Foundation Scholarship, submit the following items to the HCC Institutional Advancement Office, P.O. Box 1281 HCC, Raymond, MS 39154:</p> <ul style="list-style-type: none"> - this application - a copy of ACT profile - three letters of recommendation - summary of why you feel you should be considered for a scholarship (to include any financial need) - list of achievements - high school and/or college transcript | (No applications accepted after this date) MARCH 1 |
| <input type="checkbox"/> Trustmark National Bank Scholarships | <p>Available on a first-come basis to students who meet the following criteria:</p> <ul style="list-style-type: none"> - must be a graduate of a Hinds, Rankin, Warren, or Madison county high school and must hold residence in one of these counties; - must have an overall 2.0 (C) or better high school and/or HCC grade point average; - must have no record of disciplinary problems; - must be from a household with combined income of \$20,000 or less; - must receive an award letter which includes Pell Grant eligibility from the HCC Financial Aid Office; - must be advance registered for a minimum of 12 semester hours by the deadline; - and must have this form signed by the appropriate official. <p>This completed application must be signed and returned to: Office of Institutional Advancement, P.O. Box 1281 HCC, Raymond, MS 39154.</p> <p>High school and/or HCC grade point average _____ (on a 4.0 scale) Date graduated from high school _____ ACT Composite Score _____ I recommend this student to receive a Trustmark Scholarship</p> <p>Signature of high school or HCC official _____ Date _____</p> | Priority Deadline: AUGUST 1 for fall semester and DECEMBER 1 for spring semester. Awarded on a first-come basis. APPLY EARLY |
| UTICA CAMPUS STUDENTS ONLY | | DEADLINE |
| TYPE | DESCRIPTION | |
| <input type="checkbox"/> Gifted & Talented Scholarship | Awarded annually, covering tuition, Full-time student. Based on applicant's talents, skills, and leadership abilities, as well as academic achievements. Call Utica Campus, Dean of Students, 885-6062 for information. | Varies |
| <input type="checkbox"/> Other Race Scholarship | Awarded to other race students on the Utica Campus, covering tuition. Full-time student enrolled on the Utica Campus and maintain a 2.0 grade point average (GPA). Contact the Dean of Students, Utica Campus, 354-2327 or 885-6062. | Varies |
| <i>Scholarships do not cover the housing deposit, registration fee, or any lab fees. Any student desiring on-campus housing should contact the Housing Office on the Raymond or Utica Campus.</i> | | |

14. Expected graduation or completion date from Hinds Community College: (month and year) _____
15. Please check all types of Financial Aid for which you are applying. **(Note: All programs listed below require additional documents.)**
- ☐ Grants ☐ Work-Study ☐ State Scholarships (MTAG/MESG)
- ☐ Loans ☐ Veterans Benefits ☐ HCC Scholarships (must complete reverse side)
16. Do you expect to receive any other sources of financial assistance other than those listed?
- ☐ No ☐ Yes (If yes, please indicate source and amount.) _____
17. List below all colleges and schools you have attended since high school up to and including the present. **Do not omit any. Students transferring from other institutions must have Financial Aid Transcripts from each institution on file with the HCC Financial Aid Office.**

| | | |
|--|--|--|
| | | |
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| | | |
| | | |

STATEMENT OF EDUCATIONAL PURPOSE/REGISTRATION COMPLIANCE

I certify under penalty of perjury that any proceeds obtained as a result of this application or other federal aid program or any scholarship or loan funded in whole or in part by the State of Mississippi will be used solely for expenses related to attendance at Hinds Community College. I also affirm that I have not borrowed in excess of federal Title IV loan limits and that I do not owe a repayment on any state or federal grant and that I am not in default on a federal Title IV loan.

- ☐ I certify that I am not required to be registered with Selective Service because:
(Please check the following as appropriate)
- ☐ I am a female.
- ☐ I am in the armed services on active duty *(Note: Does not apply to members of the Reserves and National Guard who are not on active duty.)*
- ☐ I have not reached my 18th birthday.
- ☐ I was born before 1960.
- ☐ I am a permanent resident of the Trust Territory or the North Mariana Islands.
- ☐ I certify under penalty of perjury I am registered with the Selective Service.

Certification: All the information provided by me or any other person on this form is true to the best of my knowledge. I understand that this application does not guarantee me a scholarship. I further understand that I must fully comply with all guidelines governing the scholarship if I am awarded (see College Catalog and Handbook).

Signature of Student _____ Date _____

HINDS COMMUNITY COLLEGE

APPLICATION FOR ADMISSION

- Type or print
- Give full name
- No nicknames
- Complete all sections
- Incomplete applications will be returned and could delay your entrance



PLEASE RETURN TO:

Office of Admissions and Records
Hinds Community College
Raymond, MS 39154-9799
Telephone: (601) 857-3212

I plan to attend Hinds starting: ☐ Fall ☐ Spring ☐ Summer 19 _____

| | | | | | |
|---------------------------|--------------------|-------|-------------------|-------|-------|
| Social Security Number | Last Name | First | Middle/Maiden | | |
| Student's Mailing Address | Street or P.O. Box | City | County | State | Zip+4 |
| Birth Date | Age | () | Home Phone Number | | |

If your place of birth is outside of the United States, are you now a legal resident? ☐ Yes ☐ No

If yes, list alien number _____

If under age 21, list name and address of parent or legal guardian:

| | | | | | | |
|-----------|-------|--------|--------------------|------|-------|-------|
| Last Name | First | Middle | Street or P.O. Box | City | State | Zip+4 |
|-----------|-------|--------|--------------------|------|-------|-------|

SEX: ☐ Male ☐ Female RACE: ☐ Black Non-Hispanic (2) ☐ Asian or Pacific Islander (4) ☐ White Non-Hispanic (6) ☐ American Indian or Alaska Native (3) ☐ Hispanic (5) ☐ Other (1)

CHURCH PREFERENCE: ☐ Baptist (1) ☐ Methodist (2) ☐ Presbyterian (3) ☐ Catholic (4) ☐ Episcopal (5) ☐ Church of Christ (6) ☐ Other (7)

FIELD OF STUDY: _____

CURRICULUM: ☐ Academic ☐ Technical ☐ Vocational ☐ CEU/AVE

Name of last college attended _____
Name City State

Dates of attendance _____ Program _____ Campus _____

Name you attended under _____

Are you eligible for immediate readmission to the last college attended? ☐ Yes ☐ No

Have you ever attended Hinds Community College? ☐ Yes ☐ No

Dates of attendance _____ Program _____ Campus _____

High School Attended _____
Name of School City State Graduation Date

Name when you attended high school if different from present name: _____

If you did not graduate from high school, did you pass the General Education Development Test (GED)? ☐ Yes ☐ No

I give Hinds Community College permission to request documents necessary to verify the contents of this application. I also understand that falsification of information is a basis for denying admission or for immediate termination of enrollment.

SIGNATURE OF APPLICANT _____ DATE _____

UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

1998-99 Verification

SECTION A

- Were you born before January 1, 1975? ☐ Yes ☐ No
- Are you a veteran of the U.S. Armed Forces? ☐ Yes ☐ No
- Will you be enrolled in a graduate program (beyond the bachelor's degree) in 1998-99? ☐ Yes ☐ No
- Are you married? ☐ Yes ☐ No
- Are you an orphan or a ward of the court, or were a ward of the court until age 18? ☐ Yes ☐ No
- Do you have legal dependents other than a spouse that fit the definition located in the 1998-99 Free Application for Federal Student Aid? ☐ Yes ☐ No

If you answered **NO** to every question in Section A, complete Section B1 below.
If you answered **YES** to any question in Section A, complete Section B2 below.

SECTION B1

Answer the questions below about the people whom your parent(s) will support between July 1, 1998 and June 30, 1999. Include:

- Yourself
- Your parent(s)
- Your parent(s)' dependent children (if they will receive more than half of their support from your parent(s) or if they would be required to provide parental information when applying for federal student aid)
- Other people in the household only if they lived with and received more than half of their support from your parent(s) AND will continue to get this support between July 1, 1998 and June 30, 1999.

| Full Name | Age | Relationship to Student | College* |
|-----------|-----|-------------------------|----------|
| | | Self | |
| | | | |
| | | | |
| | | | |
| | | | |

If you answered **YES** to any question in Section A, complete Section B2 below.

SECTION B2

Answer the questions below about the people whom you and/or your spouse will support between July 1, 1998 and June 30, 1999.

Include:

- Yourself
- Your Spouse, if married
- Your dependent children (if they will receive more than half of their support from you or your spouse)
- Other people in the household only if they lived with and received more than half of their support from you or your spouse AND will continue to get this support between July 1, 1998 and June 30, 1999.

| Full Name | Age | Relationship to Student | College* |
|-----------|-----|-------------------------|----------|
| | | Self | |
| | | | |
| | | | |
| | | | |
| | | | |

*Give the name of the college family members who will be attending for at least 6 hours for a minimum of one semester during 1998-99.

Family members attending college must be seeking a degree or certificate at an eligible institution.

SECTION C1

- ☐ I, the student, have not and will not file a 1997 federal income tax return because I am not legally required to do so according to federal tax guidelines.
- ☐ I, the student's spouse, have not and will not file a 1997 federal income tax return because I am not legally required to do so according to federal tax guidelines.
- ☐ I, the student, received untaxed benefits during 1997.
- ☐ I, the student's spouse received untaxed benefits during 1997.
- Untaxed income includes, but is not limited to, child support, Veterans Benefits, Social Security Income, Disability Income, Welfare benefits, etc. List annual amounts below:

| SOURCES OF UNTAXED INCOME | | AMOUNT |
|---------------------------|--|--------|
| | | |
| | | |
| | | |

Student's Parents Complete Section C2 (Untaxed Income) for Dependent Student Only:

SECTION C2

- ☐ I, the student's mother, have not and will not file a 1997 federal income tax return because I am not legally required to do so according to federal tax guidelines.
- ☐ I, the student's father, have not and will not file a 1997 federal income tax return because I am not legally required to do so according to federal tax guidelines.
- ☐ I, the student's mother, received untaxed benefits during 1997.
- ☐ I, the student's father, received untaxed benefits during 1997.
- Untaxed income includes, but is not limited to, child support, Veterans Benefits, Social Security Income, Disability Income, Welfare benefits, etc. List annual amounts below:

| SOURCES OF UNTAXED INCOME | | AMOUNT |
|---------------------------|--|--------|
| | | |
| | | |
| | | |

Be sure all necessary persons sign this worksheet

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct.

| | | | |
|------------------------|------|-------------------|------|
| Student | Date | Spouse | Date |
| Social Security Number | | Mother/Stepmother | Date |
| | | Father/Stepfather | Date |

MAIL DIRECTLY TO:

Hinds Community College
Housing - Raymond Campus
Raymond, MS 39154-9799

OR

Hinds Community College
Housing - Utica Campus
Utica, MS 39175-9599

HINDS COMMUNITY COLLEGE
RESIDENCE HALL ROOM APPLICATION

If you desire on-campus housing accommodations, please complete this application and return it to your campus preference.

Soc. Sec. No. _____ Phone No. _____

(Print)
Name _____ Last _____ First _____ Middle _____

Address _____

City _____ County _____ State _____

Zip _____

1. A check or money order in the amount of \$50 (NO CASH) payable to HINDS COMMUNITY COLLEGE must accompany this form if housing is requested. This \$50 room deposit will remain on record for the duration of your residency and may be used totally or in part for any damages incurred.

2. We invite any student who has a disability which requires special assistance to bring it to the attention of the college.

3. If room space is not available on your requested campus, would you consider another campus?
☐ Yes ☐ No

4. Preferred roommate's name _____ Last _____ First _____ Middle _____

Roommate's Social Security No. _____

Applicant's Signature _____

NOTE: CONFIRMATION OF ROOM STATUS WILL COME FROM CAMPUS HOUSING
REMEMBER TO ENCLOSE \$50 CHECK PAYABLE TO HINDS COMMUNITY COLLEGE

FOR OFFICE USE ONLY

5. Please check ALL semesters you wish to reside in Campus Housing.
☐ Fall Semester 19 _____
☐ Spring Semester 19 _____
☐ 1st Summer Session 19 _____
☐ 2nd Summer Session 19 _____

RAYMOND CAMPUS

6. First time entering student -
Rank order preference 1 or 2.
☐ MALE ☐ FEMALE
____ Greaves Hall _____ Davis _____
____ Williams Hall _____ Hardy-Puryear Hall _____

7. Returning to Hinds (Sophomore)

☐ MALE ☐ FEMALE
____ Sheffield-Woolley Hall _____ Marshall Hall _____
____ Greaves Hall _____ Allen-Whitaker Hall _____

8. Honors Hall for Sophomores with a 2.75 GPA or higher.

____ Virden Hall (Men) _____ Main Hall-(Female)
____ Non-Smoking

UTICA CAMPUS

☐ MALE ☐ FEMALE
____ B.E. Lewis Hall _____ Maggie Dunston Hall _____
____ Newton-Walker Hall _____

Campus _____

Residence Hall _____

Room No. _____

Residence Hall _____

Room No. _____

Residence Hall _____

Room No. _____

Receipt No. _____

NOTE: ALL ADMISSION REQUIREMENTS MUST BE MET BEFORE A ROOM ASSIGNMENT CAN BE MADE. ALL FEES MUST BE PAID BEFORE A KEY TO YOUR RESIDENCE HALL ROOM WILL BE ISSUED

| 1st Year | 2nd Semester | | | | |
|--|--|---|---|---|-----------|
| BOT 2413 | Computerized Accounting (or ACC 1223) | 3 | 0 | 0 | 3 |
| CPT 1333 | Operating Platforms | 2 | 2 | 0 | 3 |
| CPT 1343 | Systems Administration and Control | 2 | 2 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| | Programming Language Elective | 3 | 2 | 0 | 4 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Technical Certificate (One Year) | | | | | 33 |
| 2nd Year | 1st Semester | | | | |
| CPT 1224 | RPG Programming Language | 3 | 2 | 0 | 4 |
| CPT 1234 | COBOL Programming Language | 3 | 2 | 0 | 4 |
| CPT 2153 | Network Management | 2 | 2 | 0 | 3 |
| | Mathematics/Science Elective | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 2nd Year | 2nd Semester | | | | |
| BOT 2813 | Business Communication | 3 | 0 | 0 | 3 |
| CPT 2274 | Advanced COBOL Programming (or Advanced RPG Programming - CPT 2264) | 3 | 2 | 0 | 4 |
| CPT 2354 | Systems Analysis and Design | 3 | 2 | 0 | 4 |
| | Programming Language Elective | 3 | 2 | 0 | 4 |
| TOTAL | | | | | 15 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 65 |

Approved Electives

| | | | | | |
|----------|-------------------------------|---|---|---|---|
| CPT 1214 | BASIC Programming Language | 3 | 2 | 0 | 4 |
| CPT 2244 | Database Programming Language | 3 | 2 | 0 | 4 |
| CPT 2254 | Control Language Programming | 3 | 2 | 0 | 4 |
| CPT 2284 | C Programming Language | 3 | 2 | 0 | 4 |

COMPUTER INFORMATION SYSTEMS TECHNOLOGY NETWORK SUPPORT

Program Description: Network Support is a two-year program which offers training in telecommunications, network administration, and client/server systems. An Associate of Applied Science degree is earned upon successful completion of the Network Support curriculum.

Campus Locations: Rankin (601) 932-5237 • Raymond (601) 857-3493

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--------------|--------------------------------------|-----|-----|-----|-----------|
| 1st Year | 1st Semester | | | | |
| CPT 1124 | Computer Concepts | 3 | 2 | 0 | 4 |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| CPT 1413 | Fundamentals of Data Communications | 2 | 2 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 1st Year | 2nd Semester | | | | |
| BOT 2713 | Advanced Microcomputer Applications | 2 | 2 | 0 | 3 |
| CPT 1214 | BASIC Programming Language | 3 | 2 | 0 | 4 |
| CPT 1333 | Operating Platforms | 2 | 2 | 0 | 3 |
| CPT 1343 | Systems Administration and Control | 2 | 2 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | 1st Semester | | | | |
| ACC 1213 | Principles of Accounting I | 3 | 0 | 0 | 3 |
| CPT 2153 | Network Management | 2 | 2 | 0 | 3 |
| CPT 2284 | C Programming Language | 3 | 2 | 0 | 4 |
| CPT 2433 | System Maintenance | 2 | 2 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |

This program continued on next page.

| 2nd Year | 2nd Semester | | | | |
|----------|-------------------------------|---|---|---|---|
| BOT 2813 | Business Communication | 2 | 2 | 0 | 3 |
| CPT 2423 | Advanced Network Management | 2 | 2 | 0 | 3 |
| CPT 2444 | Client/Server Systems | 3 | 2 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Programming Language Elective | 3 | 2 | 0 | 4 |

TOTAL **17**

COMPLETION AWARD: Associate in Applied Science Degree **66**

Approved Electives

| | | | | | |
|----------|-------------------------------|---|---|---|---|
| CPT 1224 | RPG Programming Language | 3 | 2 | 0 | 4 |
| CPT 1234 | COBOL Programming Language | 3 | 2 | 0 | 4 |
| CPT 2244 | Database Programming Language | 3 | 2 | 0 | 4 |
| CPT 2254 | Control Language Programming | 3 | 2 | 0 | 4 |

COURT REPORTING TECHNOLOGY

Program Description: The Court Reporting Technology curriculum is designed to prepare a person for entry-level employment as an appointed and/or freelance court reporter.

Campus Location: Raymond – (601) 857-3488

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|----------------------------------|------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BOT 1213 | Professional Development | 3 | 0 | 0 | 3 |
| BOT 1313 | Applied Business Math | 3 | 0 | 0 | 3 |
| BOT 1413 | Records Management | 3 | 0 | 0 | 3 |
| BOT 1713 | Mechanics of Communication | 3 | 0 | 0 | 3 |
| LET 1113 | Legal Systems and Terminology | 3 | 0 | 0 | 3 |
| LET 1413 | Stenograph Machine Shorthand I | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 18 |
| 2nd Semester | | | | | |
| BAD 2413 | Legal Environment of Business | 3 | 0 | 0 | 3 |
| BOT 1143 | Word Processing Applications | 2 | 2 | 0 | 3 |
| BOT 1613 | Medical Office Terminology I | 3 | 0 | 0 | 3 |
| LET 1423 | Stenograph Machine Shorthand II | 2 | 2 | 0 | 3 |
| LET 1513 | Family Law | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| TOTAL | | | | | 18 |
| Summer Session - 1st Term | | | | | |
| LET 1813 | Speed Building I | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 3 |
| Summer Session - 2nd Term | | | | | |
| LET 1823 | Speed Building II | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 3 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BOT 1623 | Medical Office Terminology II | 2 | 2 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| LET 2433 | Stenograph Machine Shorthand III | 2 | 2 | 0 | 3 |
| LET 2613 | Court Reporting Procedures | 2 | 2 | 0 | 3 |
| LET 2622 | Court Reporting Technology | 1 | 2 | 0 | 2 |
| TOTAL | | | | | 14 |
| 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| LET 2443 | Stenograph Machine Shorthand IV | 2 | 2 | 0 | 3 |
| LET 2911 | Internship for Court Reporters | 0 | 0 | 3 | 1 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Mathematics/Science Elective | | | | 3 |
| TOTAL | | | | | 13 |

COMPLETION AWARD: Associate In Applied Science Degree **69**

DENTAL ASSISTING TECHNOLOGY (1+1)

Program Description: The Dental Assisting curriculum is a one-year program of study designed to prepare the student for employment and advancement in the dental assisting field. The program includes lecture hours, lab hours, and supervised clinical experiences. In the clinical experiences, the student will assist the dentist at chairside in private offices and agency dental clinics. Graduates may become a Certified Dental Assistant (CDA) upon passing the certification examination offered by the Dental Assisting National Board. This program is accredited by the Commission on Dental Accreditation of the American Dental Association.

Campus Location: Jackson Campus-Nursing/Allied Health Center – (601) 371-3526

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| DAT 1111 | Dental Orientation | 1 | 0 | 0 | 1 |
| DAT 1214 | Dental Assisting Materials | 2 | 4 | 0 | 4 |
| DAT 1313 | Dental Science I | 3 | 0 | 0 | 3 |
| DAT 1415 | Chairside Assisting I | 2 | 6 | 0 | 5 |
| DAT 1513 | Dental Radiology I | 2 | 2 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| 2nd Semester | | | | | |
| DAT 1323 | Dental Science II | 3 | 0 | 0 | 3 |
| DAT 1423 | Chairside Assisting II | 2 | 2 | 0 | 3 |
| DAT 1522 | Dental Radiology II | 0 | 4 | 0 | 2 |
| DAT 1714 | Practice Management | 3 | 2 | 0 | 4 |
| DAT 1612 | Dental Health Education | 2 | 0 | 0 | 2 |
| DAT 1815 | Clinical Experience I | 1 | 0 | 16 | 5 |
| TOTAL | | | | | 19 |
| Summer Session | | | | | |
| DAT 1433 | Chairside Assisting III | 2 | 2 | 0 | 3 |
| DAT 1822 | Clinical Experience II | 0 | 0 | 8 | 2 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 8 |
| COMPLETION AWARD: Technical Certificate (One Year) | | | | | 46 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| | Mathematics/Science Electives | | | | 6 |
| | Humanities Elective | | | | 3 |
| TOTAL | | | | | 19 |
| COMPLETION AWARD: Associate In Applied Science Degree | | | | | 65 |

DRAFTING AND DESIGN TECHNOLOGY ARCHITECTURAL DRAFTING TECHNOLOGY OPTION GENERAL DRAFTING TECHNOLOGY OPTION

Program Description: Drafting and Design Technology provides students with specialized skills and knowledge related to several fields of the drafting and design industry. A grade of "C" must be maintained in each of the Drafting Design Technology courses. Students who have grades below the required "C" must repeat the course.

Campus Locations: Jackson Campus-Academic/Technical Center – (601) 366-1405
• Raymond – (601) 857-3418 • Utica – (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|-------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| DDT 1116 | Fundamentals of Drafting | 3 | 6 | 0 | 6 |
| DDT 1213 | Construction Materials | 2 | 2 | 0 | 3 |
| DDT 1313 | Principles of CAD | 2 | 2 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| | Mathematics/Science Electives | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |

This program continued on next page.

| 1st Year | 2nd Semester | | | | |
|--|------------------------------------|---|---|---|-----------|
| DDT 1133 | Machine Drafting I | 1 | 4 | 0 | 3 |
| DDT 1153 | Descriptive Geometry | 2 | 2 | 0 | 3 |
| DDT 1325 | Intermediate CAD | 2 | 6 | 0 | 5 |
| DDT 2243 | Cost Estimating | 1 | 4 | 0 | 3 |
| | Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 2nd Year | 1st Semester | | | | |
| DDT 1413 | Elementary Surveying | 1 | 4 | 0 | 3 |
| DDT 1615 | Architectural Design I | 2 | 6 | 0 | 5 |
| DDT 2345 | Advanced CAD | 2 | 6 | 0 | 5 |
| DDT 2423 | Mapping & Topography | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | 2nd Semester | | | | |
| DDT 2233 | Structural Drafting | 1 | 4 | 0 | 3 |
| DDT 2533 | Highway Drafting | 2 | 2 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| DDT | Restricted DDT Course | 2 | 6 | 0 | 5 |
| | Social/Behavioral Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 68 |
| Approved Electives: | | | | | |
| DDT 2346 | Computer Aided Design Seminar | | | | |
| DDT 2625 | Architectural Design II | | | | |
| DDT 2915 | Special Project | | | | |
| DDT 2926 | Supervised Work Experience | | | | |

DRAFTING AND DESIGN TECHNOLOGY

Geographic Information Systems Technology Option

Program Description: Geographic Information Systems (GIS) is an integrated database management system in which geographic or spatial relationships are used to store, organize, retrieve, and analyze resource data for use in the decision making process. The need for specialists in this area has become readily apparent with the rapid development and implementation of GIS Technology.

Campus Location: Jackson Campus-Academic/Technical Center - (601) 366-1405

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--------------|--|-----|-----|-----|-----------|
| 1st Year | 1st Semester | | | | |
| CPT 1114 | Introduction of Computers | 2 | 0 | 0 | 4 |
| DDT 1116 | Fundamentals of Drafting | 2 | 6 | 0 | 6 |
| DDT 1413 | Elementary Surveying | 1 | 4 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| 1st Year | 2nd Semester | | | | |
| DDT 1133 | Descriptive Geometry (or MAT 1323) | 2 | 2 | 0 | 3 |
| DDT 1223 | Cartography | 2 | 2 | 0 | 3 |
| DDT 1313 | Principles of Computer Aided Drafting (CAD) | 2 | 2 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| GEO 1123 | Introduction to Geography | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| 2nd Year | 1st Semester | | | | |
| DDT 2113 | Database Construction & Maintenance | 2 | 2 | 0 | 3 |
| DDT 2123 | Introduction to Geographic Information Systems | 2 | 2 | 0 | 3 |
| DDT 2133 | Aerial Photography Interpretation and Remote Sensing | 2 | 2 | 0 | 3 |
| DDT 2423 | Mapping & Topographic | 2 | 2 | 0 | 3 |
| PHY 2414 | General Physics I (or RST 2414) | 3 | 2 | 0 | 4 |
| TOTAL | | | | | 16 |

| 2nd Year | 2nd Semester | | | | |
|--|---|---|---|----|-----------|
| DDT 2253 | Fundamentals of Global Positioning Systems | 3 | 0 | 0 | 3 |
| DDT 2263 | Advanced Geographic Information Systems | 1 | 4 | 0 | 3 |
| DDT 2273 | Advanced Remote Sensing | 2 | 2 | 0 | 3 |
| DDT 2286 | Geographic Information Systems (GIS) Internship | 0 | 0 | 18 | 6 |
| GLY 1111 | Physical Geology Laboratory | 0 | 2 | 0 | 1 |
| GLY 1113 | Physical Geology | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 69 |

ELECTRICAL AND ELECTRONICS TECHNOLOGY BIOMEDICAL TECHNOLOGY OPTION

Program Description: This program prepares students to become responsible for testing, repairing, and maintaining equipment used in hospitals and other medical environments. A graduate of this program should possess the capability of working and communicating with Biomedical Engineers, Biomedical Service Administrators, and other medical personnel.

Campus Location: Raymond -- (601) 857-3241

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BIO 2511 | Anatomy & Physiology Laboratory I | 0 | 1 | 0 | 1 |
| BIO 2513 | Anatomy & Physiology I | 3 | 0 | 0 | 3 |
| BMT 1111 | Orientation to Biomedical Careers | 1 | 0 | 0 | 1 |
| EET 1102 | Fundamentals of Electronics | 1 | 2 | 0 | 2 |
| EET 1114 | DC Circuits | 2 | 4 | 0 | 4 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| BIO 2521 | Anatomy & Physiology Laboratory II | 0 | 1 | 0 | 1 |
| BIO 2523 | Anatomy & Physiology II | 3 | 0 | 0 | 3 |
| EET 1123 | AC Circuits | 2 | 2 | 0 | 3 |
| EET 1314 | Solid State Devices and Circuits | 2 | 4 | 0 | 4 |
| EET 1613 | Computer Fundamentals for Electronics | 2 | 2 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BMT 2115 | Biomedical Internship I | 2 | 6 | 0 | 5 |
| EET 1214 | Digital Electronics | 3 | 2 | 0 | 4 |
| EET 1324 | Microprocessors | 2 | 4 | 0 | 4 |
| EET 2334 | Linear Integrated Circuits | 3 | 2 | 0 | 4 |
| TOTAL | | | | | 17 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| BMT 2225 | Biomedical Internship II | 2 | 6 | 0 | 5 |
| EET 2414 | Electronic Communications | 2 | 4 | 0 | 4 |
| EET 2423 | Fundamentals of Fiber Optics | 2 | 2 | 0 | 3 |
| EET 2514 | Interfacing Techniques | 2 | 4 | 0 | 4 |
| | Social/Behavioral Science Elective | | | | 3 |
| TOTAL | | | | | 19 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 70 |

ELECTRICAL AND ELECTRONICS TECHNOLOGY COMPUTER SERVICING TECHNOLOGY OPTION (1+1)

Program Description: Computer Servicing Technology is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

Campus Location: Jackson Campus-Academic/Technical Center – (601) 857-3314

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| EET 1102 | Fundamentals of Electronics | 1 | 2 | 0 | 2 |
| EET 1114 | DC Circuits | 2 | 4 | 0 | 4 |
| EET 1214 | Digital Electronics | 3 | 2 | 0 | 4 |
| | Mathematics/Science Elective | | | | 3 |
| TOTAL | | | | | 17 |
| 2nd Semester | | | | | |
| CST 1213 | Failure Analysis | 1 | 4 | 0 | 3 |
| EET 1123 | AC Circuits | 2 | 2 | 0 | 3 |
| EET 1314 | Solid State Devices and Circuits | 2 | 4 | 0 | 4 |
| EET 1324 | Microprocessors | 2 | 4 | 0 | 4 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| COMPLETION AWARD: Certificate (One Year) | | | | | 34 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| CST 2113 | Computer Servicing Laboratory I | 0 | 6 | 0 | 3 |
| EET 2514 | Interfacing Techniques | 2 | 4 | 0 | 4 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| | Technical Elective | | | | 3 |
| | Technical Elective | | | | 4 |
| TOTAL | | | | | 17 |
| 2nd Semester | | | | | |
| CST 2123 | Computer Servicing Laboratory II | 0 | 6 | 0 | 3 |
| EET 2334 | Linear Integrated Circuits | 3 | 2 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| | Technical Elective | | | | 4 |
| TOTAL | | | | | 17 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 68 |
| Technical Electives | | | | | |
| CST 2913 | Special Project | 0 | 6 | 0 | 3 |
| CST 2923 | Supervised Work Experience | | | | 3 |
| EET 1713 | Drafting for Electronic/Electrical Technology | 1 | 4 | 0 | 3 |
| EET 2423 | Fundamentals of Fiber Optics | 2 | 2 | 0 | 3 |
| TCT 1114 | Fundamentals of Telecommunications | 3 | 2 | 0 | 4 |
| TCT 2324 | Digital Communications | 2 | 4 | 0 | 4 |
| TCT 2424 | Network Systems | 2 | 4 | 0 | 4 |

ELECTRICAL AND ELECTRONICS TECHNOLOGY ELECTRONICS TECHNOLOGY OPTION

Program Description: The purpose of the Electronics Technology curriculum is to provide instruction necessary for a student to become a competent electronic technician. A graduate of this curriculum will be eligible for entry level employment into any of the options in electronics and will be capable of correlating the activities of scientific research, engineering, and production for a wide variety of occupational fields. A graduate of the Electronics Technology curriculum will possess the capability of working and communicating directly with engineers, scientists, and other technical personnel in their specialized area.

Campus Locations: Rankin, Raymond, and Utica – (601) 857-3314

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| EET 1102 | Fundamentals of Electronics | 1 | 2 | 0 | 2 |
| EET 1114 | DC Circuits | 2 | 4 | 0 | 4 |
| EET 1214 | Digital Electronics | 3 | 2 | 0 | 4 |
| | Computer Related Elective | | | | 3 |
| | *Mathematics/Science Elective (Math must be level 4) | | | | 3 |
| TOTAL | | | | | 16 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| EET 1123 | AC Circuits | 2 | 2 | 0 | 3 |
| EET 1314 | Solid State Devices and Circuits | 2 | 4 | 0 | 4 |
| EET 1324 | Microprocessors | 2 | 4 | 0 | 4 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| | Technical Elective | | | | 3 |
| TOTAL | | | | | 17 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| EET 2334 | Linear Integrated Circuits | 3 | 2 | 0 | 4 |
| EET 2414 | Electronics Communications | 2 | 4 | 0 | 4 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| | Technical Elective | | | | 4 |
| TOTAL | | | | | 15 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| EET 2514 | Interfacing Techniques | 2 | 4 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| | Technical Elective | | | | 6 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | |
| Technical Electives | | | | | |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| EET 1613 | Computer Fundamentals for Electronics | 2 | 2 | 0 | 3 |
| EET 1713 | Drafting for Electronics/Electrical Technology | 1 | 4 | 0 | 3 |
| EET 2423 | Fundamentals of Fiber Optics | 2 | 2 | 0 | 3 |
| EET 2813 | Video Systems | 2 | 2 | 0 | 3 |
| EET 2913 | Special Project | 1-3 | 2-6 | 0 | 1-3 |
| ELT 2923 | Supervised Work Experience | | | | 1-6 |

ELECTRICAL AND ELECTRONICS TECHNOLOGY TELECOMMUNICATIONS TECHNOLOGY OPTION

Program Description: This two-year program is designed to prepare students for a wide range of technical positions within the Telecommunications industry. Specific preparation is in modes, techniques, and mediums of voice, and data transmissions and reception. Emphasis is on the telephone instrument, key systems, analog and digital voice communications, data communications, fiber optics applications, satellite and microwave communications and integrated services digital network (ISDN). Graduates will be qualified to help select, install, operate, maintain, troubleshoot, and repair telecommunications systems.

Campus Locations: Jackson Campus-Academic/Technical Center (601) 366-1405 • Raymond (601) 857-3314

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| 1st Year 1st Semester | | | | | |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| EET 1102 | Fundamentals of Electronics | 1 | 2 | 0 | 2 |
| EET 1114 | DC Circuits | 2 | 4 | 0 | 4 |
| TCT 1114 | Fundamentals of Telecommunications | 3 | 2 | 0 | 4 |
| | Mathematics/Science Elective | | | | 3 |
| TOTAL | | | | | 17 |
| 1st Year 2nd Semester | | | | | |
| EET 1123 | AC Circuits | 2 | 2 | 0 | 3 |
| EET 1214 | Digital Electronics | 3 | 2 | 0 | 4 |
| EET 1314 | Solid State Devices and Circuits | 2 | 4 | 0 | 4 |
| TCT 2214 | Telephone Systems | 3 | 2 | 0 | 4 |
| | Technical Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Year 1st Semester | | | | | |
| EET 2414 | Electronic Communications | 2 | 4 | 0 | 4 |
| EET 2423 | Fundamentals of Fiber Optics | 2 | 2 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| | Technical Elective | | | | 4 |
| TOTAL | | | | | 17 |
| 2nd Year 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TCT 2324 | Digital Communications | 3 | 2 | 0 | 4 |
| TCT 2414 | Microwave and Satellite Systems | 3 | 2 | 0 | 4 |
| | Technical Elective | | | | 4 |
| TOTAL | | | | | 18 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 70 |
| Technical Electives | | | | | |
| CST 1213 | Failure Analysis | 1 | 4 | 0 | 3 |
| EET 1324 | Microprocessors | 2 | 4 | 0 | 4 |
| EET 1713 | Drafting for Electronic/Electrical Technology | 1 | 4 | 0 | 3 |
| EET 2334 | Linear Integrated Circuits | 3 | 2 | 0 | 4 |
| EET 2414 | Electronic Communications | 2 | 4 | 0 | 4 |
| MFT 2313 | Statistical Process Control | | | | 3 |
| TCT 2224 | PBX Systems | 2 | 4 | 0 | 4 |
| TCT 2314 | Fundamentals of Digital Communications | 0 | 2 | 0 | 4 |
| TCT 2424 | Network Systems | 2 | 4 | 0 | 4 |
| TCT 2913 | Special Project | 0 | 6 | 0 | 3 |
| TCT 2923 | Supervised Work Experience | | | | 3 |

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC (1 + 1)

(Program in Cooperation with the University of Mississippi Medical Center)

Program Description: This program is designed for students who are planning to complete the professional, technical and clinical education component of the paramedic program at the University of Mississippi Medical Center. Entrance into the Emergency Medical Technology program is according to admission requirements for allied health programs. Students completing the one year certificate program are eligible for acceptance into the second year component at the University Medical Center. Graduates are eligible to take the certification examination given by the National Registry of Emergency Medical Technicians.

Campus Location: Jackson Campus-Nursing/Allied Health Center (1st year) – (601) 371-3511
University of Mississippi Medical Center (2nd year)

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BIO 2513 | Human Anatomy & Physiology I | 3 | 0 | 0 | 3 |
| BIO 2511 | Human Anatomy & Physiology Laboratory I | 0 | 2 | 0 | 1 |
| EMT 1116 | Emergency Medical Technology-Basic | 4 | 4 | 0 | 6 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MAT 1233 | Intermediate Algebra | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| BIO 2523 | Human Anatomy & Physiology II | 3 | 0 | 0 | 3 |
| BIO 2521 | Human Anatomy & Physiology Laboratory II | 0 | 2 | 0 | 1 |
| CHE 1313 | Principles of Chemistry I | 3 | 0 | 0 | 3 |
| CHE 1311 | Principles of Chemistry I Laboratory | 0 | 3 | 0 | 1 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| PSY 1513 | General Psychology I | 3 | 0 | 0 | 3 |
| SOC 2113 | Introduction to Sociology | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| COMPLETION AWARD: Certificate (Emergency Medical Technician-Basic) | | | | | 36 |
| 2nd Year | | | | | |
| 1st Semester - (University of Mississippi Medical Center) | | | | | |
| EMT 101 | Introduction to Paramedicine | 1 | 0 | 0 | 1 |
| EMT 102 | Applied Anatomy & Physiology | 2 | 0 | 0 | 2 |
| EMT 103 | Fluids, Electrolytes and Shock | 1 | 0 | 0 | 1 |
| EMT 104 | Foundations of Emergency Care | 1 | 0 | 0 | 1 |
| EMT 105 | Clinic I | 0 | 0 | 1 | 1 |
| EMT 106 | Field Internship I | 0 | 0 | 2 | 2 |
| EMT 117 | Laboratory I | 0 | 3 | 0 | 3 |
| EMT 124 | Cardiology | 2 | 0 | 0 | 2 |
| TOTAL | | | | | 13 |
| 2nd Year | | | | | |
| 2nd Semester - (University of Mississippi Medical Center) | | | | | |
| EMT 107 | Pulmonary Conditions | 1 | 0 | 0 | 1 |
| EMT 108 | Pharmacology | 2 | 0 | 0 | 2 |
| EMT 109 | Cardiology II | 1 | 0 | 0 | 1 |
| EMT 110 | Trauma | 1 | 0 | 0 | 1 |
| EMT 111 | OB/GYN/PEDS | 1 | 0 | 0 | 1 |
| EMT 112 | Medical Urgencies/Emergencies III | 2 | 0 | 0 | 2 |
| EMT 113 | Clinical II | 0 | 0 | 2 | 2 |
| EMT 118 | Laboratory II | 0 | 0 | 1 | 3 |
| EMT 119 | EMS Supervision/Management | 1 | 0 | 0 | 1 |
| TOTAL | | | | | 14 |
| 2nd Year | | | | | |
| Summer Semester - (University of Mississippi Medical Center) | | | | | |
| EMT 114 | Clinic III | 0 | 0 | 1 | 1 |
| EMT 115 | Field Internship II | 0 | 0 | 6 | 6 |
| TOTAL | | | | | 7 |
| COMPLETION AWARD: Associate In Applied Science Degree (Emergency Medical Technician Paramedic) | | | | | 70 |

This program continued on next page.

- Note(s): 1) Upon completion of the sophomore year courses at UMMC, students will have their official UMMC transcript forwarded to HCC and complete an HCC degree application for the AAS Degree to be awarded.
- 2) Students who are taking only the EMT-Basic course, EMT 1116, are not eligible to receive financial aid. However, students taking EMT 1116 in conjunction with the EMT 1 + 1 program may be eligible for financial aid.
- 3) Students who are taking only the EMT-Basic course, EMT 1116, for employment requirements or volunteer purposes (rescue personnel, fire department, law enforcement, civil defense workers, and hospital based care) may apply for EMT 1116 with a reading subscore of 10 on the TABE.

FIRE PROTECTION TECHNOLOGY SPECIALITY OPTION

Program Description: An Associate Degree Program designed to improve the knowledge and skills of those individuals currently serving in the career and volunteer fire service and to prepare those individuals for management and technical specialty positions.

Campus Location: Raymond – (601) 857-3311

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| General Education Requirements: | | | | | |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communication | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | 3 | 0 | 0 | 3 |
| | Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| | Mathematics/Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |
| Fire Protection Core Requirements: | | | | | |
| FFT 1113 | Introduction to Fire Science | 3 | 0 | 0 | 3 |
| FFT 1123 | Introduction to Fire Prevention | 3 | 0 | 0 | 3 |
| FFT 1213 | Firefighting Principles and Practices | 3 | 0 | 0 | 3 |
| FFT 1223 | Fire Apparatus and Equipment | 3 | 0 | 0 | 3 |
| FFT 2313 | Fire Service Hydraulics | 3 | 0 | 0 | 3 |
| FFT 2323 | Building Construction | 3 | 0 | 0 | 3 |
| FFT 2333 | Fire Fighter Safety | 3 | 0 | 0 | 3 |
| FFT 2413 | Strategy and Tactics | 3 | 0 | 0 | 3 |
| FFT 2423 | Incident Management Systems | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 27 |
| FIRE PROTECTION SPECIALTY OPTIONS (Choose One) | | | | | |
| Fire Prevention Option | | | | | |
| FFT 1513 | Building and Fire Codes | 3 | 0 | 0 | 3 |
| FFT 2513 | Fire Protection Systems | 3 | 0 | 0 | 3 |
| FFT 2523 | Fire Inspection | 3 | 0 | 0 | 3 |
| FFT 2533 | Public Fire Education | 3 | 0 | 0 | 3 |
| Hazardous Materials Option | | | | | |
| FFT 1613 | Hazardous Materials | 3 | 0 | 0 | 3 |
| FFT 2613 | Chemistry of Hazardous Materials | 3 | 0 | 0 | 3 |
| FFT 2623 | Hazardous Materials Practices | 3 | 0 | 0 | 3 |
| FFT 2633 | Hazardous Materials Incident Management | 3 | 0 | 0 | 3 |
| Arson Investigation Option | | | | | |
| FFT 1713 | Fire Investigation | 3 | 0 | 0 | 3 |
| FFT 2713 | Law of Evidence | 3 | 0 | 0 | 3 |
| FFT 2723 | Evidence Analysis | 3 | 0 | 0 | 3 |
| FFT 2733 | Criminal Law | 3 | 0 | 0 | 3 |
| Fire Administration Option | | | | | |
| FFT 1813 | Fire Law | 3 | 0 | 0 | 3 |
| FFT 2813 | Fire Department Management | 3 | 0 | 0 | 3 |
| FFT 2823 | Fire Service Supervision | 3 | 0 | 0 | 3 |
| FFT 2833 | Financial Management | 3 | 0 | 0 | 3 |
| TOTAL OPTION CREDITS | | | | | 12 |
| UNRESTRICTED ELECTIVES | | | | | 9 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 66 |

GRAPHIC DESIGN TECHNOLOGY

Program Description: The Graphic Design Technology curriculum is a two-year program of study designed to prepare the student for entry-level employment and advancement in the field of graphic design/commercial art. Students receive instruction in the design and execution of illustrations, layouts, color separations, camera ready layout, rendering, photography, logo design, and design principles necessary to produce designs for ads in magazines, books, posters, billboards, catalogs, brochures, and other forms of visual communications. Specific instruction is provided using traditional methods and through current computer technology.

Graphic Design is a two-year program of study which requires 64 semester hours for completion. The Associate of Applied Science degree is earned upon the successful completion of the Graphic Design Technology curriculum.

Campus Location: Raymond – (601) 857-3318

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| CAT 1113 | Graphic Design and Production I | 0 | 6 | 0 | 3 |
| CAT 1213 | Fundamentals of Graphic Computers | 1 | 4 | 0 | 3 |
| ART 1313 | Drawing I | 0 | 6 | 0 | 3 |
| ART 1413 | Design I | 0 | 6 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| CAT 1123 | Graphic Design and Production II | 0 | 6 | 0 | 3 |
| ART 1323 | Drawing II | 0 | 6 | 0 | 3 |
| ART 1423 | Design II | 0 | 6 | 0 | 3 |
| MMT 1323 | Advertising | 2 | 2 | 0 | 3 |
| | Mathematics/Science Elective | | | | 3 |
| | Elective** | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| CAT 2313 | Basic Advertising Design | 0 | 6 | 0 | 3 |
| CAT 2413 | Rendering Techniques | 0 | 6 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| | Elective** | | | | 3 |
| TOTAL | | | | | 15 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| CAT 2133 | Commercial Design and Advertising Studio | 1 | 4 | 0 | 3 |
| CAT 2223 | Advanced Advertising Design | 0 | 6 | 0 | 3 |
| CAT 2334 | Practical Advertising Techniques | 2 | 4 | 0 | 4 |
| | Humanities/Fine Arts Elective | | | | 3 |
| | Elective** | | | | 3 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 64 |

****Approved Electives**

| | |
|----------|---|
| CAT 2913 | Special Project in Graphic Design Technology |
| CAT 2923 | Supervised Work Experience in Graphic Design Technology |
| ART 2353 | Figure Drawing I |
| ART 2513 | Painting I |
| ART 2522 | Painting II |
| ART 2533 | Painting III (Watercolor) |
| ART 2613 | Ceramics I |
| ART 2623 | Ceramics II |
| ART 2713 | Art History I |
| ART 2723 | Art History II |
| ART 2913 | Special Studio |
| BOT 1102 | Keyboard Speed Building |
| BOT 1213 | Professional Development |
| BOT 2133 | Desktop Publishing |
| GRA 1112 | Engineering Drawing |
| MMT 1113 | Marketing I |

Other approved related technical course or academic course

HEALTH INFORMATION TECHNOLOGY (Medical Record Technology)

Program Description: The Health Information Technology program is a two-year technical program leading to an Associate Degree which prepares the individual to work as a technical specialist in health record systems. Accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation, the Health Information Technology program prepares graduates to write the national accreditation examination for the Accredited Record Technician.

Campus Location: Jackson Campus-Nursing/Allied Health Center - (601) 371-3514

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BIO 2511 | Human Anatomy and Physiology Laboratory I | 0 | 2 | 0 | 1 |
| BIO 2513 | Human Anatomy and Physiology I | 3 | 0 | 0 | 3 |
| BOT 1123 | Word Processing Applications | 2 | 2 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| HIT 1213 | Medical Terminology | 3 | 0 | 0 | 3 |
| HIT 1311 | Health Care Delivery Systems | 1 | 0 | 0 | 1 |
| PSY 1513 | General Psychology I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| BIO 2521 | Human Anatomy and Physiology Laboratory II | 0 | 2 | 0 | 1 |
| BIO 2523 | Human Anatomy and Physiology II | 3 | 0 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| HIT 1114 | Health Record Systems I | 3 | 2 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 14 |
| Summer Session | | | | | |
| HIT 1123 | Survey of Health Information Systems | 3 | 0 | 0 | 3 |
| HIT 1512 | Directed Practice I | 0 | 0 | 6 | 2 |
| TOTAL | | | | | 5 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| HIT 1322 | Health Care Law & Ethics | 2 | 0 | 0 | 2 |
| HIT 1413 | Disease I | 3 | 0 | 0 | 3 |
| HIT 2123 | Health Record Systems II | 2 | 2 | 0 | 3 |
| HIT 2222 | Medical Transcription | 1 | 2 | 0 | 2 |
| HIT 2522 | Directed Practice II | 0 | 0 | 6 | 2 |
| HIT 2614 | Coding Systems I | 3 | 2 | 0 | 4 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| HIT 2133 | Health Statistics | 2 | 2 | 0 | 3 |
| HIT 2423 | Disease II | 3 | 0 | 0 | 3 |
| HIT 2523 | Directed Practice II | 0 | 0 | 6 | 2 |
| HIT 2624 | Coding Systems II | 3 | 2 | 0 | 4 |
| HIT 2713 | Health Care Supervision | 3 | 0 | 0 | 3 |
| HIT 2811 | Performance Improvement Techniques | 1 | 0 | 0 | 1 |
| HIT 2912 | Computers in Health Care | 2 | 0 | 0 | 2 |
| TOTAL | | | | | 18 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 70 |

HEATING AND AIR CONDITIONING TECHNOLOGY

Program Description: This program prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating and refrigeration systems. Also, instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating, and cooling systems according to industry standards. A student may earn an Associate in Applied Science degree in Heating and Air Conditioning Technology; however, he/she must declare their intent at time of enrollment. See criteria listed below Certificate of Completion.

Campus Location: Raymond - (601) 857-3316

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ACT 1124 | Basic Compression Refrigeration | 2 | 4 | 0 | 4 |
| ACT 1133 | Tools and Piping | 2 | 2 | 0 | 3 |
| ACT 1432 | Refrigerant Recovery and Lubricants | 1 | 2 | 0 | 2 |
| ACT 1714 | Electricity for HVACR | 2 | 4 | 0 | 4 |
| TOTAL | | | | | 13 |
| 2nd Semester | | | | | |
| ACT 1214 | Controls | 2 | 4 | 0 | 4 |
| ACT 1314 | Refrigeration System Components | 2 | 4 | 0 | 4 |
| ACT 1812 | Professional Service Procedures | 1 | 2 | 0 | 2 |
| ELT 1213 | Electrical Power | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 13 |
| Summer Session | | | | | |
| ACT 2926 | Supervised Work Experience in HVACR | 0 | 0 | 18 | 6 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| ACT 2414 | Air Conditioning I | 2 | 4 | 0 | 4 |
| ACT 2513 | Heating Systems | 2 | 2 | 0 | 3 |
| ACT 2624 | Heat Load and Air Properties | 2 | 4 | 0 | 4 |
| ACT 2913 | Special Project in HVACR | 0 | 6 | 0 | 3 |
| TOTAL | | | | | 14 |
| 2nd Semester | | | | | |
| ACT 2146 | Heat Pump Certification Preparation | 6 | 0 | 0 | 6 |
| ACT 2324 | Commercial Refrigeration | 2 | 4 | 0 | 4 |
| ACT 2424 | Air Conditioning II | 2 | 4 | 0 | 4 |
| ACT 2433 | Refrigerant, Retrofit, and Regulations | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 17 |
| COMPLETION AWARD: Certificate in Heating and Air Conditioning Technology (Two Year) | | | | | 63 |
| A student may receive an Associate in Applied Science degree in Heating and Air Conditioning Technology by completion of the two-year certificate program and 15 semester hours of academic courses including: | | | | | |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Humanities/Fine Arts | 3 | 0 | 0 | 3 |
| | Math/Science Elective | 3 | 0 | 0 | 3 |
| | Social/Behavioral Science | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 78 |

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY CULINARY ARTS TECHNOLOGY OPTION

Program Description: The Culinary Arts Technology option provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and special ingredients. The heart of the Culinary Arts technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chefs' uniforms for all lab classes.

Culinary Arts students may receive a certificate after successfully completing 30 semester hours of CUT courses, HRT 1213, and a HRT elective. The Associate in Applied Science Degree is earned upon successful completion of the program.

Campus Location: Jackson Campus-Academic/Technical Center - (601) 987-8155

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|-------------------------------------|------------|------------|------------|------------|
| 1st Year | 1st Semester | | | | |
| HRT 1123 | Hospitality and Tourism Industry | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| CUT 1114 | Culinary Principles I | 2 | 4 | 0 | 4 |
| BOT 1313 | Applied Business Mathematics | 3 | 0 | 0 | 3 |
| HRT 1213 | Sanitation and Safety | 3 | 0 | 0 | 3 |
| HRT 1111 | Leadership Development I | 1 | 0 | 0 | 1 |
| TOTAL | | | | | 17 |
| 1st Year | 2nd Semester | | | | |
| CUT 1124 | Culinary Principles II | 2 | 4 | 0 | 4 |
| CUT 1134 | Principles of Baking | 2 | 4 | 0 | 4 |
| CUT 1514 | Garde-Manger | 2 | 4 | 0 | 4 |
| HRT 2613 | Hospitality Supervision | 3 | 0 | 0 | 3 |
| HRT 1121 | Leadership Development II | 1 | 0 | 0 | 1 |
| | Mathematics/Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| COMPLETION AWARD: Certificate (One Year) | | | | | 36 |
| 2nd Year | 1st Semester | | | | |
| CUT 2314 | American Regional Cuisine | 2 | 4 | 0 | 4 |
| CUT 2424 | International Cuisine | 2 | 4 | 0 | 4 |
| CUT 2223 | Menu Planning and Facilities Design | 3 | 0 | 0 | 3 |
| HRT 1223 | Restaurant and Catering Operations | 3 | 0 | 0 | 3 |
| HRT 2111 | Leadership Development III | 1 | 0 | 0 | 1 |
| | Behavioral/Social Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |
| 2nd Year | 2nd Semester | | | | |
| HRT 2623 | Hospitality Management | 3 | 0 | 0 | 3 |
| CUT 2926 | Supervised Work Experience | 0 | 0 | 18 | 6 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| CUT 2244 | Dining Room Management | 3 | 2 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| HRT 2121 | Leadership Development IV | 1 | 0 | 0 | 1 |
| TOTAL | | | | | 20 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 74 |

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY TRAVEL AND TOURISM MANAGEMENT TECHNOLOGY OPTION

Program Description: The Travel and Tourism Option provides specialized instruction and practice to prepare students for careers in tourism and travel occupations. The student will also learn how to perform reservation functions on a CRS system. The Associate in Applied Science degree is earned upon successful completion of the program. A student may receive a certificate by successfully completing 34 semester hours of HRT and/or CUT courses in the Travel and Tourism Management Option.

Campus Location: Jackson Campus-Academic/Technical Center (601) 987-8155

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| HRT 1123 | Hospitality and Tourism Industry | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| HRT 1413 | Rooms Division Management | 3 | 0 | 0 | 3 |
| HRT 1813 | The Professional Tour Guide | 3 | 0 | 0 | 3 |
| HRT 1111 | Leadership Development I | 1 | 0 | 0 | 1 |
| BOT 1313 | Applied Business Mathematics | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| HRT 1823 | The Travel Agency | 3 | 0 | 0 | 3 |
| HRT 2713 | Marketing Hospitality Services | 3 | 0 | 0 | 3 |
| HRT 1833 | Travel and Tourism Geography | 3 | 0 | 0 | 3 |
| CPT 1113 | Fundamentals of Microcomputer Applications | 2 | 2 | 0 | 3 |
| HRT 1121 | Leadership Development II | 1 | 0 | 0 | 1 |
| | Social/Behavioral Science | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| HRT 2613 | Hospitality Supervision | 3 | 0 | 0 | 3 |
| ACC 1213 | Principles of Accounting I | 3 | 0 | 0 | 3 |
| HRT 1223 | Restaurant and Catering Operations | 3 | 0 | 0 | 3 |
| HRT 2623 | Hospitality Management | 3 | 0 | 0 | 3 |
| HRT 2111 | Leadership Development III | 1 | 0 | 0 | 1 |
| | Mathematics/Science Elective | 3 | 0 | 0 | 3 |
| | Elective* | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| HRT 2121 | Leadership Development IV | 1 | 0 | 0 | 1 |
| HRT 2926 | Supervised Work Experience | 0 | 0 | 18 | 6 |
| HRT 2843 | Seminar in Travel and Tourism | 3 | 0 | 0 | 3 |
| HRT 2853 | Convention and Meeting Planning | 3 | 0 | 0 | 3 |
| | Elective* | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |

* Selected with approval of program advisor

COMPLETION AWARD: Associate in Applied Science Degree

73

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY HOTEL AND RESTAURANT MANAGEMENT OPTION

Program Description: The Hotel and Restaurant Management Technology Option provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as manager/supervisors in the hospitality and tourism industry. The Associate of Applied Science Degree is earned upon completion of the Program. A student may receive a certificate by successfully completing 34 semester hours of HRT and/or CUT courses in the Hotel and Restaurant Management Option.

Campus Location: Jackson Campus-Academic/Technical Center - (601) 987-8155

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| HRT 1123 | Hospitality and Tourism Industry | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| CUT 1114 | Culinary Principles I | 2 | 4 | 0 | 4 |
| HRT 1213 | Sanitation and Safety | 3 | 0 | 0 | 3 |
| HRT 1111 | Leadership Development I | 1 | 0 | 0 | 1 |
| BOT 1313 | Applied Business Mathematics | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| HRT 1413 | Rooms Division Management | 3 | 0 | 0 | 3 |
| HRT 1223 | Restaurant and Catering Operations | 3 | 0 | 0 | 3 |
| ACC 1213 | Principles of Accounting | 3 | 0 | 0 | 3 |
| CPT 1113 | Fundamentals of Microcomputer Applications | 2 | 2 | 0 | 3 |
| HRT 1121 | Leadership Development II | 1 | 0 | 0 | 1 |
| | Social/Behavioral Science Elective | 3 | 3 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| HRT 2613 | Hospitality Supervision | 3 | 0 | 0 | 3 |
| HRT 2713 | Marketing Hospitality Services | 3 | 0 | 0 | 3 |
| HRT 2623 | Hospitality Management | 3 | 0 | 0 | 3 |
| HRT 2111 | Leadership Development III | 1 | 0 | 0 | 1 |
| | Mathematics/Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| HRT 2916 | Supervised Work Experience | 0 | 0 | 18 | 6 |
| HRT 2233 | Food and Beverage Control | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| HRT 2121 | Leadership Development IV | 1 | 0 | 0 | 1 |
| | Elective * | 6 | 0 | 0 | 6 |
| TOTAL | | | | | 19 |

* selected with approval of program advisor

COMPLETION AWARD: Associate in Applied Science Degree

68

INTERPRETER TRAINING TECHNOLOGY

Program Description: This is a two-year program which prepares students to interpret for Hearing Impaired individuals in educational, medical, job-related, and various other settings.

Campus Location: Raymond – (601) 857-3487

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| IDT 1113 | Introduction to Interpreting | 3 | 0 | 0 | 3 |
| IDT 1131 | Expressive and Receptive Fingerspelling | 1 | 0 | 0 | 1 |
| IDT 1143 | Foundations of Deafness | 3 | 0 | 0 | 3 |
| IDT 1164 | American Sign Language I | 3 | 2 | 0 | 4 |
| PSY 1513 | General Psychology I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| IDT 1173 | Transliterating I | 3 | 0 | 0 | 3 |
| IDT 1174 | American Sign Language II | 3 | 2 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Mathematic/Science Elective | | | | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| IDT 2123 | American Sign Language III | 3 | 0 | 0 | 3 |
| IDT 2163 | Sign to Voice Interpreting I | 3 | 0 | 0 | 3 |
| IDT 2173 | Interpreting | 3 | 0 | 0 | 3 |
| IDT 2183 | Transliterating II | 3 | 0 | 0 | 3 |
| SOC 2113 | Introduction to Sociology | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| 2nd Semester | | | | | |
| IDT 2153 | Interpreting in Special Settings | 3 | 0 | 0 | 3 |
| IDT 2223 | Educational Interpreting | 3 | 0 | 0 | 3 |
| IDT 2263 | Sign to Voice Interpreting II | 3 | 0 | 0 | 3 |
| IDT 2424 | Interpreting Practicum | 1 | 0 | 9 | 4 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | |
| Approved Electives | | | | | |
| IDT 2313 | Linguistics of American Sign Language | 3 | 0 | 0 | 3 |
| IDT 2323 | Artistic Interpreting | 3 | 0 | 0 | 3 |
| IDT 2333 | Legal Interpreting | 3 | 0 | 0 | 3 |
| IDT 2343 | Multi-cultural Aspects of Hearing Impaired | 3 | 0 | 0 | 3 |

LANDSCAPE MANAGEMENT TECHNOLOGY (1 + 1)

Program Description: The Landscape Management Technology program is designed to provide students with skills which could lead to employment in the landscape maintenance and landscape construction industries. Specific instruction is offered in the areas of landscape design; selection and care of plants; hard construction including concrete, wood, electrical, irrigation and lighting; equipment use and maintenance; and business management. Students may find employment with private landscape maintenance and construction firms, nursery and garden centers, interiorscaping firms, government agencies such as colleges and park systems, golf courses and commercial or industrial complexes.

Campus Location: Raymond - (601) 857-3290

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BIO 1314 | Botany I | 3 | 2 | 0 | 4 |
| DDT 1114 | Orientation to Drafting | 2 | 4 | 0 | 4 |
| HLT 1114 | Plant Materials I | 2 | 4 | 0 | 4 |
| HLT 1222 | Horticulture Principles | 2 | 0 | 0 | 2 |
| HLT 1614 | Landscape Equipment Operation & Maintenance | 2 | 4 | 0 | 4 |
| TOTAL | | | | | 18 |
| 2nd Semester | | | | | |
| DDT 1413 | Elementary Surveying | 1 | 4 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| HLT 1124 | Plant Materials II | 2 | 4 | 0 | 4 |
| HLT 1513 | Landscape Design I | 1 | 4 | 0 | 3 |
| HLT 2124 | Landscape Maintenance & Weed Control | 2 | 4 | 0 | 4 |
| TOTAL | | | | | 17 |
| HLT 2923 | Internship in Landscape Management | 0 | 0 | 40 | 3 |
| TOTAL | | | | | 3 |
| COMPLETION AWARD: Certificate (One Year) | | | | | 38 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BOT 1433 | Business Accounting | 3 | 0 | 0 | 3 |
| HLT 2113 | Turfgrass Management | 2 | 2 | 0 | 3 |
| HLT 2523 | Landscape Design II | 1 | 4 | 0 | 3 |
| HLT 2813 | Ornamental and Turf Pest Management | 2 | 2 | 0 | 3 |
| HLT 2824 | Irrigation & Lighting Systems | 2 | 4 | 0 | 4 |
| | Social/Behavioral Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| 2nd Semester | | | | | |
| AGT 1714 | Applied Soils Conservation & Use | 3 | 2 | 0 | 4 |
| CPT 1113 | Fundamentals of Microcomputer Applications | 2 | 2 | 0 | 3 |
| HLT 2313 | Landscape Business Management | 3 | 0 | 0 | 3 |
| HLT 2713 | Landscape Construction | 1 | 4 | 0 | 3 |
| SPT 1113 | Oral Communication | 3 | 0 | 0 | 3 |
| | Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| COMPLETION AWARD: Associate In Applied Science Degree | | | | | 76 |

ADDITIONAL LANDSCAPE RELATED COURSES

| | |
|----------|---|
| HLT 1411 | Leadership Management I |
| HLT 1421 | Leadership Management II |
| HLT 1431 | Leadership Management III |
| HLT 1441 | Leadership Management IV |
| HLT 2913 | Special Problems in Landscape Management Technology |

SOCIAL/BEHAVIOR ELECTIVES

| | |
|----------|-------------------------------------|
| AGR 2713 | Principles of Agriculture Economics |
| ECO 2113 | Macroeconomics |

MARKETING MANAGEMENT TECHNOLOGY GENERAL MARKETING MANAGEMENT TECHNOLOGY OPTION

Program Description: The Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of marketing management in order to prepare students for careers as managers/supervisors in the marketing field. A combination of classwork and practical experience is stressed.

Campus Locations: Rankin – (601) 936-5502 • Raymond – (601) 857-3228

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MMT 1113 | Marketing I | 3 | 0 | 0 | 3 |
| MMT 1313 | Salesmanship | 2 | 2 | 0 | 3 |
| MMT 1711 | Marketing Seminar I | 0 | 2 | 0 | 1 |
| | Computer Related Elective | 3 | 0 | 0 | 3 |
| | Social/Behavioral Science | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| MMT 1123 | Marketing II | 3 | 0 | 0 | 3 |
| MMT 1323 | Advertising | 2 | 2 | 0 | 3 |
| MMT 1413 | Merchandising | 3 | 0 | 0 | 3 |
| MMT 1721 | Marketing Seminar II | 0 | 2 | 0 | 1 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Accounting Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| MMT 1731 | Marketing Seminar III | 0 | 2 | 0 | 1 |
| MMT 2213 | Management | 3 | 0 | 0 | 3 |
| MMT 2423 | Retail Management | 2 | 2 | 0 | 3 |
| MMT 2513 | Entrepreneurship | 2 | 2 | 0 | 3 |
| | Elective | 3 | 0 | 0 | 3 |
| | Mathematics/Natural Science Elective | | | | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| BAD 2413 | Legal Environment of Business I | 3 | 0 | 0 | 3 |
| MMT 1741 | Marketing Seminar IV | 0 | 2 | 0 | 1 |
| MMT 2233 | Human Resource Management | 3 | 0 | 0 | 3 |
| MMT 2243 | Marketing Management Decision Making | 2 | 2 | 0 | 3 |
| | Elective | 3 | 0 | 0 | 3 |
| | Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 64 |
| Suggested Electives | | | | | |
| ECO 2113 | Macroeconomics | 3 | 0 | 0 | 3 |
| ECO 2123 | Microeconomics | 3 | 0 | 0 | 3 |
| | Other advisor approved electives | | | | |

MARKETING MANAGEMENT TECHNOLOGY REAL ESTATE TECHNOLOGY OPTION (Evening Classes Only)

Program Description: The Real Estate Technology Option in the Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of real estate in order to prepare students for careers as real estate agents and brokers. A combination of classwork and practical experience is stressed.

Campus Location: Rankin – (601) 936-5502

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BOT 1313 | Applied Business Mathematics | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MMT 1113 | Marketing I | 3 | 0 | 0 | 3 |
| MMT 2213 | Management | 3 | 0 | 0 | 3 |
| MMT 2713 | Principles of Real Estate | 3 | 0 | 0 | 3 |
| | Elective | | | | 1 |
| TOTAL | | | | | 16 |
| 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| MMT 2733 | Real Estate Sales | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Accounting Elective | 3 | 0 | 0 | 3 |
| | Social/Behavioral Science Elective | 3 | 0 | 0 | 3 |
| | Elective | | | | 1 |
| TOTAL | | | | | 16 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BAD 2413 | Legal Environment of Business I | 3 | 0 | 0 | 3 |
| MMT 1313 | Salesmanship | 2 | 2 | 0 | 3 |
| MMT 1323 | Advertising | 2 | 2 | 0 | 3 |
| MMT 2783 | Residential Mortgage Lending | 3 | 0 | 0 | 3 |
| | Elective | | | | 1 |
| | Mathematics/Science Elective | | | | 3 |
| TOTAL | | | | | 16 |
| 2nd Semester | | | | | |
| ECO 2113 | Principles of Economics I | 3 | 0 | 0 | 3 |
| MMT 2233 | Human Resource Management | 3 | 0 | 0 | 3 |
| MMT 2723 | Real Estate Law | 3 | 0 | 0 | 3 |
| MMT 2743 | Real Estate Appraisal | 3 | 0 | 0 | 3 |
| | Elective | | | | 4 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 64 |
| Suggested Electives | | | | | |
| MMT 2243 | Marketing Management/Decision Making | 2 | 2 | 0 | 3 |
| MMT 2513 | Entrepreneurship | 2 | 2 | 0 | 3 |
| MMT 2773 | Commercial Real Estate Finance | 3 | 0 | 0 | 3 |
| | Other advisor approved electives | | | | |

MEDICAL ASSISTING TECHNOLOGY

Program Description: The Medical Assistant is an individual who assists physicians in their offices or other medical settings. A wide range of duties is included in many aspects of the physician's practice. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management.

Campus Location: Rankin – (601) 936-5582

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BIO 2511 | Anatomy and Physiology Laboratory I | 0 | 2 | 0 | 1 |
| BIO 2513 | Anatomy and Physiology I | 3 | 0 | 0 | 3 |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MET 1213 | Medical Terminology | 3 | 0 | 0 | 3 |
| MET 1413 | Clinical Procedures I | 2 | 2 | 0 | 3 |
| MET 1713 | Pharmacology for Medical Assisting | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 20 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| BIO 2521 | Anatomy and Physiology Laboratory II | 0 | 2 | 0 | 1 |
| BIO 2523 | Anatomy and Physiology II | 3 | 0 | 0 | 3 |
| MET 1314 | Medical Business Practices | 2 | 2 | 0 | 4 |
| MET 1513 | Medical Law and Ethics | 3 | 0 | 0 | 3 |
| MET 2423 | Clinical Procedures II | 2 | 2 | 0 | 3 |
| PSY 1513 | General Psychology I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BOT 1433 | Business Accounting or Principles of Accounting (ACC 1213) | 3 | 0 | 0 | 3 |
| MET 1323 | Medical Transcription | 2 | 2 | 0 | 3 |
| MET 2524 | Medical Insurance | 3 | 2 | 0 | 4 |
| MET 2614 | Medical Laboratory for Medical Assistants | 3 | 2 | 0 | 4 |
| | Mathematics/Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| BOT 2813 | Business Communications | 3 | 0 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| MET 2432 | Clinical Review | 2 | 0 | 0 | 2 |
| MET 2916 | Externship | 0 | 0 | 18 | 6 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 71 |

MEDICAL LABORATORY TECHNOLOGY

Program Description: The Medical Laboratory Technology program prepares individuals to work in a medical laboratory under the supervision of a medical technologist or pathologist or other physician. Included are routine laboratory procedures and tasks in the area of hematology, bacteriology, immunohematology, chemistry, parasitology, serology, and urinalysis. Upon successful completion of the program, the student may be awarded an Associate of Applied Science Degree and will be eligible for a national certification examination. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

Campus Location: Jackson Campus-Nursing/Allied Health Center – (601) 372-6507

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year 1st Semester | | | | | |
| BIO 2511 | Human Anatomy & Physiology Laboratory I | 0 | 2 | 0 | 1 |
| BIO 2513 | Human Anatomy & Physiology I | 3 | 0 | 0 | 3 |
| BIO 2921 | Microbiology Laboratory | 0 | 2 | 0 | 1 |
| BIO 2923 | Microbiology | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MLT 1111 | Fund of Med Lab Tech/Phlebotomy | 0 | 2 | 0 | 1 |
| MLT 1212 | Urinalysis/Body Fluids | 1 | 2 | 0 | 2 |
| MLT 1313 | Hematology I | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 17 |
| 1st Year 2nd Semester | | | | | |
| BIO 2521 | Human Anatomy & Physiology Laboratory II | 0 | 2 | 0 | 1 |
| BIO 2523 | Human Anatomy & Physiology II | 3 | 0 | 0 | 3 |
| MLT 1324 | Hematology II | 2 | 4 | 0 | 4 |
| MLT 1413 | Immunology/Serology | 2 | 2 | 0 | 3 |
| MLT 2612 | Parasitology | 1 | 2 | 0 | 2 |
| MLT 2614 | Pathogenic Microbiology | 2 | 4 | 0 | 4 |
| TOTAL | | | | | 17 |
| Summer Session | | | | | |
| CHE 1211 | General Chemistry Laboratory I | 0 | 3 | 0 | 1 |
| CHE 1213 | General Chemistry I | 3 | 0 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 7 |
| 2nd Year 1st Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| MLT 1515 | Clinical Chemistry | 3 | 4 | 0 | 5 |
| MLT 2424 | Immunohematology | 2 | 4 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Year 2nd Semester | | | | | |
| MLT 2713 | Certification Fundamentals of MLT | 3 | 0 | 0 | 3 |
| MLT 2916 | Clinical Practice I | 0 | 0 | 18 | 6 |
| MLT 2926 | Clinical Practice II | 0 | 0 | 18 | 6 |
| TOTAL | | | | | 15 |
| Summer Session | | | | | |
| MLT 2711 | MLT Seminar | 0 | 2 | 0 | 1 |
| MLT 2936 | Clinical Practice III | 0 | 0 | 18 | 6 |
| TOTAL | | | | | 7 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 81 |

PARALEGAL TECHNOLOGY

Program Description: The Paralegal Technology Program is designed for the student who aspires to become qualified to assist an attorney in the delivery of legal services. The program will familiarize the student with substantive and procedural law, ethics, professional restrictions and the legal system for entry-level employment as a paralegal. Students completing this program may choose to work in any law-related field, i.e. legal firm, business, industry or government.

Campus Locations: Jackson Academic/Technical Center and Raymond – (601) 857-3488

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BOT 1313 | Applied Business Mathematics | 3 | 0 | 0 | 3 |
| BOT 1143 | Word Processing Applications | 2 | 2 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| LET 1113 | Legal Systems and Terminology | 3 | 0 | 0 | 3 |
| LET 1513 | Family Law | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| BAD 2413 | Legal Environment of Business | 3 | 0 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| LET 1213 | Legal Research | 2 | 2 | 0 | 3 |
| LET 2523 | Administrative Law and Bankruptcy | 3 | 0 | 0 | 3 |
| | Mathematics/Science Elective | | | | 3 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BOT 2813 | Business Communications | 3 | 0 | 0 | 3 |
| LET 1713 | Legal Writing | 2 | 2 | 0 | 3 |
| LET 2453 | Real Property I | 2 | 2 | 0 | 3 |
| LET 2633 | Paralegal Skills and Applications | 3 | 3 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 18 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| CRJ 2413 | Administration of Criminal Justice | 3 | 0 | 0 | 3 |
| LET 1313 | Wills and Estates | 3 | 0 | 0 | 3 |
| LET 2313 | Civil Litigation | 2 | 2 | 0 | 3 |
| LET 2323 | Torts | 3 | 0 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 18 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 69 |
| Approved Electives | | | | | |
| LET 2463 | Real Property II | 2 | 2 | 0 | 3 |
| LET 2923 | Internship for Paralegals | 0 | 0 | 9 | 3 |
| | Related technical/academic course | | | | |

Students whose test scores indicate that they must take REA 1103, 1203, ENG 1103, and 1203 must complete these courses before enrolling in any LET course.

PHYSICAL THERAPIST ASSISTANT

Program Description: The Physical Therapist Assistant curriculum is a two-year program of study that prepares an individual to work under the direction of a Physical Therapist to administer treatment for musculoskeletal, cardiovascular, and neurological disorders and diseases. Treatment techniques involve the therapeutic use of light, heat, sound, massage, and therapeutic exercise. The Associate in Applied Science Degree is earned upon successful completion of the program. **Students must contact a Nursing/Allied Health Center counselor for information on entering the second year technical program. Completion of first year academic courses does not mean automatic admission to the technical phase of the program.**

Campus Location: Jackson Campus-Nursing/Allied Health Center – (601) 372-6507

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year 1st Semester | | | | | |
| BIO 2511 | Human Anatomy and Physiology Laboratory I | 0 | 2 | 0 | 1 |
| BIO 2513 | Human Anatomy and Physiology I | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| PSY 1513 | General Psychology I | 3 | 0 | 0 | 3 |
| PTA 1111 | PTA Practicum I | 0 | 0 | 3 | 1 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| 1st Year 2nd Semester | | | | | |
| BIO 2521 | Human Anatomy and Physiology Laboratory II | 0 | 2 | 0 | 1 |
| BIO 2523 | Human Anatomy and Physiology II | 3 | 0 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| EPY 2533 | Human Growth and Development | 3 | 0 | 0 | 3 |
| MAT 1323 | Trigonometry | 3 | 0 | 0 | 3 |
| PHY 2414 | General Physics I | 3 | 2 | 0 | 4 |
| PTA 1121 | PTA Practicum II | 0 | 0 | 3 | 1 |
| TOTAL | | | | | 18 |
| Please contact Nursing/Allied Health Center counselors for information on entering the technical phase of this program. | | | | | |
| Summer Session | | | | | |
| PTA 1123 | Fundamental Concepts of Physical Therapy | 3 | 0 | 0 | 3 |
| PTA 1213 | Fundamental Skills for Physical Therapist Assistants | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 6 |
| 2nd Year 1st Semester | | | | | |
| PTA 1125 | Therapeutic Modalities I | 3 | 4 | 0 | 5 |
| PTA 1314 | Kinesiology | 3 | 2 | 0 | 4 |
| PTA 1324 | Therapeutic Exercise and Rehabilitation I | 3 | 2 | 0 | 4 |
| PTA 2413 | Clinical Education I | 1 | 0 | 8 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year 2nd Semester | | | | | |
| PTA 2235 | Therapeutic Modalities II | 3 | 4 | 0 | 5 |
| PTA 2333 | Therapeutic Exercise and Rehabilitation II | 1 | 4 | 0 | 3 |
| PTA 2424 | Clinical Education II | 0 | 0 | 16 | 4 |
| PTA 2513 | Medical Conditions and Related Pathology | 3 | 0 | 0 | 3 |
| PTA 2523 | Physical Therapy Seminar | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |
| 2nd Year Summer Session | | | | | |
| PTA 2433 | Clinical Education III | 0 | 0 | 12 | 3 |
| PTA 2443 | Clinical Education IV | 0 | 0 | 12 | 3 |
| TOTAL | | | | | 6 |
| Completion Award: Associate in Applied Science Degree | | | | | 81 |

POSTAL MANAGEMENT TECHNOLOGY (Primarily Intended for Postal Service Personnel)

Program Description: The Postal Management Technology program is an in-service training and staff development program for postal service employees.

Campus Location: Jackson Campus-Academic/Technical Center (Evening only) – (601) 366-1405

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| ECO 2113 | Principles of Economics I | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| PMT 1113 | History & Organization of Postal Service | 3 | 0 | 0 | 3 |
| | Mathematic/Science Elective | | | | 3 |
| TOTAL | | | | | 16 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| ECO 2123 | Principles of Economics II | 3 | 0 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| PMT 1123 | Employee & Labor Relations | 3 | 0 | 0 | 3 |
| PMT 1133 | Finance | 3 | 0 | 0 | 3 |
| PSY 1513 | General Psychology I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| ACC 1213 | Principles of Accounting I | 3 | 0 | 0 | 3 |
| MMT 2233 | Human Resource Management | 3 | 0 | 0 | 3 |
| PMT 2113 | Mail Processing | 3 | 0 | 0 | 3 |
| PMT 2213 | Postal Management Seminar I | 3 | 0 | 0 | 3 |
| SOC 2113 | Introduction to Sociology | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| ACC 1223 | Principles of Accounting II | 3 | 0 | 0 | 3 |
| PMT 2123 | Customer Services | 3 | 0 | 0 | 3 |
| PMT 2133 | Postal Problem Analysis | 3 | 0 | 0 | 3 |
| PMT 2223 | Postal Management Seminar II | 3 | 0 | 0 | 3 |
| | Elective | | | | 3 |
| TOTAL | | | | | 15 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 64 |

QUALITY ASSURANCE TECHNOLOGY INSPECTION AND TESTING TECHNOLOGY OPTION

Program Description: Quality Assurance Technology (QAT) is an instructional program designed to prepare individuals to perform as quality technicians and mechanical inspectors in a wide range of manufacturing and service industries. Instruction is included in mathematics, statistical process control, design drawing and specifications, inspection and testing, material properties, sampling principles, metrology, instrument calibration, reliability, and quality auditing. This standardized curriculum is based upon the body of knowledge for quality technicians and the body of knowledge for mechanical inspectors as prescribed by the American Society for Quality Control. These bodies of knowledge serve as the nationally recognized standards for certification of quality technicians and mechanical inspectors. This technical program with the completion award of Associate in Applied Science degree requires a minimum of 64 semester credit hours (sch) above the secondary level which includes a recommended 18 semester hours of academic core courses. A one-year Technical Certificate may be earned by completing the first two semesters of the first year (32 semester hours minimum) listed in the curriculum.

Campus Location: Jackson Campus-Academic/Technical Center – (601) 366-1405

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| QAT 1113 | Introduction to Quality Assurance | 2 | 2 | 0 | 3 |
| QAT 1213 | Statistical Process Control | 2 | 2 | 0 | 3 |
| QAT 1313 | Drawings and Specifications | 2 | 2 | 0 | 3 |
| QAT 1413 | Inspection and Testing Technology | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 15 |
| 2nd Semester | | | | | |
| QAT 1513 | Properties of Materials | 2 | 2 | 0 | 3 |
| QAT 1713 | Sampling Principles and Metrology | 2 | 2 | 0 | 3 |
| QAT 2114 | Nondestructive Testing 1 | 3 | 2 | 0 | 4 |
| QAT 2213 | Fund of Inspection Techniques | 2 | 2 | 0 | 3 |
| QAT 2324 | Reliability and Auditing | 3 | 2 | 0 | 4 |
| TOTAL | | | | | 17 |
| COMPLETION AWARD: Technical Certificate (One Year) | | | | | 32 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| CPT 1324 | Survey of Microcomputer Applications | 3 | 2 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Humanities/Fine Arts Elective | | | | 3 |
| | Math/Science Elective | | | | 3 |
| | Technical Elective | | | | 3 |
| TOTAL | | | | | 16 |
| 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| QAT 2613 | Practical Statistical Methods-Computer Applications | 2 | 2 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| | Technical Electives | | | | 7 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 64 |
| Approved Electives | | | | | |
| DDT 1114 | Fundamentals of Drafting | 2 | 4 | 0 | 4 |
| DDT 1153 | Descriptive Geometry | 1 | 4 | 0 | 3 |
| DDT 1313 | Principles of Computer Aided Drafting | 2 | 2 | 0 | 3 |
| EET 1114 | D C Circuits | 3 | 2 | 0 | 4 |
| EET 1123 | A C Circuits | 2 | 2 | 0 | 3 |
| EET 1214 | Digital Electronics | 3 | 2 | 0 | 4 |
| QAT 2124 | Nondestructive Testing II | 3 | 2 | 0 | 4 |
| QAT 2913 | Special Project | 0 | 6 | 0 | 3 |
| QAT 2926 | Work-Based Learning in QAT | 0 | 0 | 18 | 6 |

RADIO AND TELEVISION PRODUCTION AND BROADCASTING TECHNOLOGY

Program Description: This program provides instruction in the equipment, processes and procedures used in producing and making both radio and television broadcasts and productions.

Campus Location: Utica – (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|------------|------------|------------|------------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MDT 1113 | Introduction to Radio & TV Production | 3 | 0 | 0 | 3 |
| MDT 1213 | Operation & Maintenance of AV Equipment | 2 | 2 | 0 | 3 |
| MDT 1323 | Electronics for Media | 2 | 2 | 0 | 3 |
| | Elective | | | | 3 |
| TOTAL | | | | | 15 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| MDT 1244 | Introduction to Mass Communication | 4 | 0 | 0 | 4 |
| MDT 1314 | Fundamentals of Television Production | 2 | 4 | 0 | 4 |
| | Behavioral/Social Science Elective | | | | 3 |
| TOTAL | | | | | 17 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| MDT 2324 | Intermediate Television Production | 2 | 4 | 0 | 4 |
| MDT 2414 | Fundamentals of Audio Production | 1 | 6 | 0 | 4 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Elective | | | | 3 |
| TOTAL | | | | | 14 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| MDT 2234 | Instructional Graphics | 2 | 4 | 0 | 4 |
| MDT 2243 | Cataloging Non-Print Material | 2 | 2 | 0 | 3 |
| MDT 2334 | Advanced Television Production | 1 | 6 | 0 | 4 |
| MDT 2424 | Editing | 3 | 2 | 0 | 4 |
| | Elective | | | | 3 |
| TOTAL | | | | | 18 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 64 |
| Approved Electives | | | | | |
| DDT 1113 | Introduction to Drafting | 2 | 2 | 0 | 3 |
| EET 1116 | AC-DC Circuits | 3 | 6 | 0 | 6 |
| MDT 2513 | Principles of Photography | 2 | 2 | 0 | 3 |

RADIOGRAPHY TECHNOLOGY
(Radiologic Technology)
(Program in cooperation with Mississippi Baptist Medical Center)

Program Description: This program is designed as a college-level associate degree path for those people who have completed a JRCERT accredited diploma program in Radiography (Radiology) Technology after 1969 and are currently certified as a Registered Radiologic Technologist by the American Registry of Radiologic Technologists. Entrance into the technical phase is according to admission requirements of the specific radiology program. Credit for RGT 2932 (32 semester hours) is recorded and the Associate in Applied Science Degree is awarded upon completion of the following: (1) completion of the prescribed 32 semester hours of general and related education (16 semester hours of which must be completed at Hinds Community College), (2) receipt of an official program completion document and proof of JRCERT accreditation from the hospital, school or agency awarding the diploma, and (3) receipt of an official document from the American Registry of Radiologic Technologist confirming current registration.

Campus Locations: Jackson Campus-Nursing/Allied Health Center (Academic Courses)
Mississippi Baptist Medical Center (2-year Technical Phase) – (601) 372-6507

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|------------|------------|------------|------------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BIO 2511 | Human Anatomy & Physiology Laboratory 1 | 0 | 2 | 0 | 1 |
| BIO 2513 | Human Anatomy & Physiology I | 3 | 0 | 0 | 3 |
| CSC 1113 | Introduction to Computer Concepts (or CPT 1324) | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Semester | | | | | |
| BIO 2521 | Human Anatomy & Physiology Laboratory II | 0 | 2 | 0 | 1 |
| BIO 2523 | Human Anatomy & Physiology II | 3 | 0 | 0 | 3 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| HIT 1123 | Medical Terminology | 3 | 0 | 0 | 3 |
| | Natural Science Elective | 3 | 2 | 0 | 4 |
| | Behavioral/Social Science Elective | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 17 |
| Technical Phase | | | | | |
| RCT 2932 | Radiography Technology Program Completion & Registration | | | | 32 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 65 |

RESPIRATORY CARE TECHNOLOGY

Program Description: The Respiratory Care Technology Program prepares the individual to become a Respiratory Care Practitioner. Respiratory Care Practitioners are responsible for initiating cardiopulmonary resuscitation along with the setup and monitoring of life support systems. In addition, Respiratory Care Practitioners provide treatment for heart and lung disorders by administering inhalation treatments, oxygen, and drugs. These individuals are also trained to perform diagnostic tests that aid in determining the presence and extent of cardiopulmonary disease. Respiratory Care Practitioners perform electrocardiograms, exercise stress tests, and sleep studies. The program is accredited by the Commission of Accreditation of Allied Health Educational Programs in collaboration with the Committee on Accreditation for Respiratory Care.

Campus Location: Jackson Campus-Nursing/Allied Health Center – (601) 371-3517

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| Prerequisites | | | | | |
| BIO 2511 | Anatomy and Physiology Laboratory I | 0 | 2 | 0 | 1 |
| BIO 2513 | Anatomy and Physiology I | 3 | 0 | 0 | 3 |
| BIO 2521 | Anatomy and Physiology Laboratory II | 0 | 2 | 0 | 1 |
| BIO 2523 | Anatomy and Physiology II | 3 | 0 | 0 | 3 |
| MAT 1313 | College Algebra | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 11 |
| 1st Year 1st Semester | | | | | |
| RCT 1416 | Respiratory Care Technology I | 2 | 8 | 0 | 6 |
| RCT 1114 | Respiratory Care Science | 3 | 2 | 0 | 4 |
| RCT 1313 | Cardiopulmonary Anatomy and Physiology | 3 | 0 | 0 | 3 |
| RCT 1213 | Patient Assessment and Planning | 2 | 2 | 0 | 3 |
| RCT 1612 | Respiratory Care Pharmacology | 2 | 0 | 0 | 2 |
| TOTAL | | | | | 18 |
| 1st Year 2nd Semester | | | | | |
| RCT 1424 | Respiratory Care Technology II | 3 | 2 | 0 | 4 |
| RCT 1322 | Pulmonary Function Testing | 1 | 2 | 0 | 2 |
| RCT 1516 | Clinical Practice I | 0 | 0 | 18 | 6 |
| RCT 2333 | Cardiopulmonary Pathology | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 18 |
| Summer Session | | | | | |
| RCT 1524 | Clinical Practice II | 0 | 0 | 12 | 4 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 7 |
| Technical Certificate (One Year) Optional | | | | | 54 |
| 2nd Year 1st Semester | | | | | |
| RCT 2435 | Respiratory Care Technology III | 3 | 4 | 0 | 5 |
| RCT 2613 | Neonatal/Pediatrics Management | 3 | 0 | 0 | 3 |
| RCT 2534 | Clinical Practice III | 0 | 0 | 12 | 4 |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| 2nd Year 2nd Semester | | | | | |
| RCT 2714 | Respiratory Care Seminar | 2 | 4 | 0 | 4 |
| RCT 2548 | Clinical Practice IV | 0 | 0 | 24 | 8 |
| | Behavioral/Social Science | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 15 |
| COMPLETION AWARD: Associate In Applied Science Degree | | | | | 84 |

SURGICAL TECHNOLOGY (1+1)

Program Description: Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Graduates of the program receive a certificate from the college and are eligible to take the National Certifying examination to become Certified Surgical Technologists (CST). This program is accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in collaboration with the Accreditation Review Committee on Education in Surgical Technology.

Campus Location: Jackson Campus-Nursing/Allied Health Center – (601) 371-3513

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|------------|------------|------------|------------|
| 1st Year 1st Semester | | | | | |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| SUT 1113 | Fundamentals of Surgical Technology | 3 | 0 | 0 | 3 |
| SUT 1216 | Principles of Surgical Technique | 2 | 8 | 0 | 6 |
| SUT 1314 | Surgical Anatomy | 3 | 2 | 0 | 4 |
| SUT 1413 | Surgical Microbiology | 3 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| 1st Year 2nd Semester | | | | | |
| SUT 1518 | Basic and Related Surgical Procedures | 4 | 0 | 12 | 8 |
| SUT 1528 | Specialized Surgical Procedures | 4 | 0 | 12 | 8 |
| TOTAL | | | | | 16 |
| Summer Session | | | | | |
| SUT 1538 | Advanced Surgical Procedures | 4 | 0 | 12 | 8 |
| TOTAL | | | | | 8 |
| COMPLETION AWARD: Certificate (One Year) | | | | | 43 |
| 2nd Year 1st Semester | | | | | |
| BIO 2511 | Human Anatomy and Physiology Laboratory I | 0 | 2 | 0 | 1 |
| BIO 2513 | Human Anatomy and Physiology I | 3 | 0 | 0 | 3 |
| BIO 2921 | Microbiology Laboratory | 0 | 2 | 0 | 1 |
| BIO 2923 | Microbiology | 3 | 0 | 0 | 3 |
| SPT 1113 | Oral Communications | 3 | 0 | 0 | 3 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 14 |
| 2nd Year 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| BIO 2521 | Human Anatomy and Physiology Laboratory II | 0 | 2 | 0 | 1 |
| BIO 2523 | Human Anatomy and Physiology II | 3 | 0 | 0 | 3 |
| | Mathematics/Natural Science Elective | | | | 3 |
| | Social/Behavioral Science Elective | | | | 3 |
| TOTAL | | | | | 13 |
| COMPLETION AWARD: Associate In Applied Science Degree | | | | | 70 |

VETERINARY TECHNOLOGY (1 + 1)**(In Cooperation With Mississippi State University College of Veterinary Medicine)**

Program Description: The Veterinary Technology program is a one-plus-one program offered by the Agriculture Department of Hinds Community College and the College of Veterinary Medicine at Mississippi State University. The first year is taught at Hinds Community College and the second year is taught at Mississippi State University. This program is accredited by the American Veterinary Medical Association. Graduates may become a Certified Veterinary Technician upon passing the certification examination offered by the Mississippi Veterinary Medical Board. Employment opportunities for Veterinary Technicians include: small and large animal practices, medical research; pharmaceutical research; wildlife rehabilitation; humane societies; zoological parks; and government agencies.

Campus Locations: Raymond (1st year) – (601) 857-3456
 Mississippi State University College of Veterinary Medicine (2nd year)
 Internship - Approved practice or veterinary facility

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|------------|------------|------------|------------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BIO 2921 | Microbiology Laboratory | 0 | 2 | 0 | 1 |
| BIO 2923 | Microbiology | 3 | 0 | 0 | 3 |
| ENG 1113 | English Composition I | 3 | 0 | 0 | 3 |
| VAT 1111 | Veterinary Mathematics Calculations | 1 | 0 | 0 | 1 |
| VAT 1213 | Animal Restraint and Medication | 2 | 2 | 0 | 3 |
| VAT 1314 | Animal Anatomy and Physiology | 3 | 2 | 0 | 4 |
| VAT 1414 | Surgical and Hospital Techniques I | 3 | 2 | 0 | 4 |
| TOTAL | | | | | 19 |
| 2nd Semester | | | | | |
| ENG 1123 | English Composition II | 3 | 0 | 0 | 3 |
| VAT 1424 | Surgical and Hospital Techniques II | 3 | 2 | 0 | 4 |
| VAT 1513 | Animal Parasites and Diseases | 3 | 0 | 0 | 3 |
| VAT 1613 | Clinical Pathology | 2 | 2 | 0 | 3 |
| | Behavioral/Social Science Elective | | | | 3 |
| | Humanities/Fine Arts Elective | | | | 3 |
| TOTAL | | | | | 19 |
| 2nd Year | | | | | |
| Rotations at MSU-CVM | | | | | |
| VAT 2174 | Laboratory Animals | | | | 4 |
| VAT 2214 | Small Animal Health Assessment Service | | | | 4 |
| VAT 2224 | Small Animal Medicine | | | | 4 |
| VAT 2234 | Large Animal Clinic | | | | 4 |
| VAT 2244 | Field Services | | | | 4 |
| VAT 2254 | Small Animal Surgery | | | | 4 |
| VAT 2264 | Anesthesia | | | | 4 |
| VAT 2274 | Radiology | | | | 4 |
| VAT 2284 | Laboratory Services | | | | 4 |
| VAT 2294 | Pharmacy Service/Necropsy | | | | 4 |
| TOTAL | | | | | 40 |
| VAT 2184 | Internship at HCC | | | | |
| | Prerequisite: Successful completion of first year at HCC and all rotations at MSU-CVM | | | | 4 |
| COMPLETION AWARD: Associate in Applied Science Degree | | | | | 82 |

TECHNICAL COURSE DESCRIPTIONS

AGRIBUSINESS MANAGEMENT TECHNOLOGY (1+1)

- AGT 1111** **Survey of Agricultural Technology** **1 SH**
 A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lectures and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc. (1 hr lecture)
- AGT 1214** **Applied Principles of Animal Production** **4 SH**
 A course to provide students with basic principles related to the production of farm animals. Includes instruction in the basic production cycle, breeding, nutrition, and health of beef and dairy cattle, hogs, poultry, and catfish. (3 hr lecture, 2 hr lab)
- AGT 1313** **Applied Principles of Plant Production** **3 SH**
 A course to provide information related to the growth, nutrition, and general culture of agricultural and horticultural crops. Includes instruction on photosynthesis and transpiration, plant nutrition, pest control, and reproduction. (2 hr lecture, 2 hr lab)
- AGT 1413** **Principles of Agricultural Management** **3 SH**
 A course which provides instruction in organization and structure of agricultural businesses, decision making and the planning process for farming operations. (2 hr lecture, 2 hr lab)
- AGT 1513** **Principles of Agricultural Marketing** **3 SH**
 An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts. (2 hr lecture, 2 hr lab)
- AGT 1613** **Agricultural Records** **3 SH**
 An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting. (3 hr lecture)
- AGT 1714** **Applied Soils Conservation and Use** **4 SH**
 A course to introduce the student to the general principles of soil conservation and safe use. Includes instruction in the soil formation process, properties of soils, soil texture, and soil management for optimum safe use. (3 hr lecture, 2 hr lab)
- AGT 2113** **Agricultural Structures** **3 SH**
 A study of new technology for designing and maintaining facilities for use in agribusiness/agriculture applications. (1 hr lecture, 4 hr lab)
- AGT 2114** **Supervised Agricultural Experience** **4 SH**
 (Prerequisite: Sophomore standing) This course provides work experience in an agricultural business under the direction of the employer and instructor. (1 hr lecture, 8 hr SWE)
- AGT 2163** **Special Problem in Agricultural Business Management** **3 SH**
 (Prerequisite: Sophomore standing) A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Business and Management courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (6 hr lab)
- AGT 2213** **Agricultural Sales** **3 SH**
 A course in the advertising, sales, and promotion of agricultural supplies and services. (3 hr lecture)
- AGT 2313** **Human Relations in Agribusiness** **3 SH**
 A course to study human relations as related to agricultural occupations. Includes instruction on topics such as morale, burnout, stress, work habits, and communications. (3 hr lecture)
- AGT 2663** **Applied Animal Nutrition** **3 SH**
 (Prerequisite: AGT 1214) A comprehensive course of study on the practical principles and applications of nutrition. (2 hr lecture, 2 hr lab)
- AGT 2713** **Beef Production I** **3 SH**
 (Prerequisite: AGT 1214) A course to provide knowledge and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices. (2 hr lecture, 2 hr lab)
- AGT 2723** **Beef Production II** **3 SH**
 (Prerequisite: AGT 2713) A continuation of Beef Production I with emphasis on management, herd health, and marketing. (2 hr lecture, 2 hr lab)

ALLIED HEALTH

AHT 1012 Essential Skills for Allied Health 2 SH
 This course is composed of the prerequisite essential skills necessary for success in the allied health programs. It is designed for students with no previous training in the field. (2 hr lecture)

AHT 1021 Essential Skills for Allied Health Lab 1 SH
 (Prerequisite: AHT 1012) This is an accompanying lab for AHT 1012 for Practical Nursing students. (2 hr lab)

AVIATION MAINTENANCE TECHNOLOGY

APT 1113 Aviation Applied Science 3 SH
 A study of general aviation maintenance practices, including orientation to aviation, aircraft maintenance safety procedures, aviation mathematics, aviation physics, and aircraft drawings. (42 hr lecture, 57 hr lab)

APT 1123 Aviation Electricity I 3 SH
 (Pre/Co-requisite: APT 1113) A study of the theory and application of direct and alternating current distribution and utilization of voltage. Practical application of Ohm's Law. (33 hr lecture, 40 hr lab)

APT 1134 Aviation Materials and Processes 4 SH
 (Pre/Co-requisite: APT 1123) A study of materials and processes used in the construction and repair of aircraft and components, fluid lines, fittings, and corrosion protection. (45 hr lecture, 65 hr lab)

APT 1143 Aircraft Servicing and Weight-and-Balance 3 SH
 (Pre/Co-requisite: APT 1134) A study of aircraft ground operation and servicing, weight-and-balance check, and records. (30 hr lecture, 50 hr lab)

APT 1153 Maintenance Forms and Records 3 SH
 (Pre/Co-requisite: APT 1143) A study of maintenance publications, maintenance forms, and records, and mechanic privileges and limitations. (30 hr lecture, 45 hr lab)

APT 1162 Reciprocating Engine Theory 2 SH
 A study of theory and principles of operation of reciprocating engines. (37 hr lecture)

APT 1213 Reciprocating Engine Overhaul and Inspection 3 SH
 (Prerequisite: APT 1162) This course contains a detailed study supported by the actual overhaul of reciprocating engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, repair, and reassembly. (28 hr lecture, 92 hr lab)

APT 1222 Turbine Engine Theory 2 SH
 (Pre/Co-requisite: APT 1214) A study of the theory of basic gas turbine engines and related accessories including unducted fan systems and turbine-driven auxiliary power units. (37 hr lecture)

APT 1233 Turbine Engine Overhaul and Inspection 3 SH
 (Pre/Co-requisite: APT 1222) A study of the overhaul of basic gas turbine engines and related accessories and components, including disassembly, inspection, assembly, and operation of jet engines. (28 hr lecture, 92 hr lab)

APT 1241 Powerplant Conformity Airworthiness Inspection 1 SH
 (Pre/Co-requisites: APT 1213, 1233) Inspection of aircraft powerplants for conformity with air worthiness directives and manufacturer's specifications. Inspections will conform with all Federal Aviation regulations. (14 hr lecture, 18 hr lab)

APT 1254 Lubrication and Fuel Metering Systems 4 SH
 (Pre/Co-requisite: APT 1233) The study of aircraft lubrication, fuel metering, and fuel system components for reciprocating and turbine engines. Identification and selection of engine fuels and lubricants. (55 hr lecture, 68 hr lab)

APT 1262 Induction, Cooling, and Exhaust Systems 2 SH
 (Pre/Co-requisites: APT 1213, 1233) A study of reciprocating and turbine induction and engine airflow systems, engine cooling systems, and engine exhaust and reverser systems. (27 hr lecture, 52 hr lab)

APT 2114 Aviation Electricity II 4 SH
 (Prerequisites: APT 1213, 1233) The study of aircraft engine system including instruments, engine fire protection, engine electrical, ignition, and starting. (55 hr lecture, 67 hr lab)

APT 2123 Propellers And Powerplant Review 3 SH
 (Prerequisites: All powerplant courses) A study of inspection, service, and repair fixed pitch, constant speed, and feathering propellers. Included are propeller governing systems, propeller synchronizing, and ice removal systems. Review of powerplant courses. (36 hr lecture, 45 hr lab)

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| APT 2135 | Structures I | 5 SH |
| A study of sheet metal structures and welding processes as applied to aviation mechanics. (43 hr lecture, 131 hr lab) | | |
| APT 2143 | Structures II | 3 SH |
| (Pre/Co-requisite: APT 2135) A study of aircraft wood and non-metallic structures, covering, and finishes. (42 hr lecture, 59 hr lab) | | |
| APT 2212 | Aircraft Controls | 2 SH |
| (Prerequisite: APT 2143) A study of aircraft rigging and assembly. (17 hr lecture, 42 hr lab) | | |
| APT 2222 | Aviation Electricity III | 2 SH |
| (Pre/Co-requisite: APT 2212) A study of airframe electrical systems and components including wiring, switches, and controls. (28 hr lecture, 41 hr lab) | | |
| APT 2232 | Hydraulic and Pneumatic Power Systems | 2 SH |
| (Pre/Co-requisite: APT 2222) A study of aircraft hydraulic and pneumatic power systems and components. (18 hr lecture, 42 hr lab) | | |
| APT 2243 | Landing Gear and Protection | 3 SH |
| (Pre/Co-requisite: APT 2222) A study of aircraft landing gear systems, position, and warning systems, and ice and rain control systems. (32 hr lecture, 42 hr lab) | | |
| APT 2251 | Environmental Control | 1 SH |
| (Pre/Co-requisite: APT 2222) A course which involves inspecting, troubleshooting, and servicing environmental control systems and cabin atmosphere control systems. (14 hr lecture, 24 hr lab) | | |
| APT 2263 | Aircraft Instrumentation Systems | 3 SH |
| (Pre/Co-requisite: APT 2222) A study of aircraft instrument systems, communications and navigation systems and aircraft fire protection systems. (42 hr lecture, 42 hr lab) | | |
| APT 2271 | Aircraft Fuel Systems | 1 SH |
| (Pre/Co-requisite: APT 2222) A study of construction, inspection, and maintenance of various fuel systems and components including tanks, pumps, strainers, tubing, and hoses. (18 hr lecture, 18 hr lab) | | |
| APT 2282 | Airframe Inspection and Review | 2 SH |
| (Pre/Co-requisites: All powerplant courses) A study of airframe conformity and air worthiness inspections and maintenance procedures. Review of all airframe courses. (14 hr lecture, 42 hr lab). | | |

BANKING AND FINANCE TECHNOLOGY

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| BFT 1113 | Principles of Banking | 3 SH |
| Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hr lecture) | | |
| BFT 1123 | Money and Banking | 3 SH |
| Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture) | | |
| BFT 1133 | Bank Management | 3 SH |
| New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture) | | |
| BFT 1143 | Savings and Time Deposit Banking | 3 SH |
| Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences. (3 hr lecture) | | |
| BFT 1153 | Writing for Results: Written Communication for Bankers | 3 SH |
| For bank officers, supervisors, and employees who dictate or review correspondence. The mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. (3 hr lecture) | | |
| BFT 1163 | Supervision and Personnel Administration | 3 SH |
| Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. (3 hr lecture) | | |

- BFT 1173** **Law and Banking Principles** **3 SH**
Introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code. (3 hr lecture)
- BFT 1183** **Management Fundamentals** **3 SH**
Introduces student to the skills and techniques needed by managers. Focuses on the basic management functions. Designed for management trainees and new mid-level managers. (3 hr lecture)
- BFT 1213** **Lending to Agricultural Enterprises** **3 SH**
General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3 hr lecture)
- BFT 1223** **Real Estate Finance** **3 SH**
Varied real estate mortgage credit operations of commercial banks. Main areas of real estate: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Introduction to the vocabulary of real estate assistance in the mortgage market; and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers; analysis of mortgage credit; policies related to collection; administration of a bank's mortgage portfolio and the analysis of real estate investment yields. (3 hr lecture)
- BFT 1233** **Bank Accounting** **3 SH**
Increased competition has focused attention on the need for personnel who are trained to analyze, interpret, and use financial data in a variety of applications. Bank Accounting meets this need and is designed to teach bank accounting principles and apply them to typical bank financial statements. The text discusses those aspects unique to bank accounting, including various statement categories and their impact upon each other. Numerous examples and illustrations, including a recommended chart of accounts and formulas for financial ratios, are placed strategically throughout the text. (3 hr lecture)
- BFT 1243** **Bank Control and Audit** **3 SH**
Designed for non-auditors, the course attempts to establish a basic frame of reference from which the student can develop a deeper appreciation for the role, duties, and responsibilities of the auditor. The student will develop an awareness of the basic dynamics of the auditing function; understand the need for control and learn how to evaluate those controls. The course provides the insight into the "whys" of the audit process and is not intended to make an audit expert of the participant. (3 hr lecture)
- BFT 1253** **Consumer Credit Analysis** **3 SH**
This course is designed for individuals who understand the basics of consumer lending and its function within a bank, but need specific training on the many aspects of making a consumer loan. (3 hr lecture)
- BFT 1263** **Corporate Banking: A Practical Approach To Lending** **3 SH**
A common sense approach to understanding the lending environment within a bank, this course provides the new or less-experienced commercial lender with a firm grasp of the sequential nature of the lending process, giving bankers a solid foundation on which to construct sound lending practices. Emphasis is practical and technical rather than theoretical. (3 hr lecture)
- BFT 1273** **Corporate Securities Services** **3 SH**
This course provides a broad understanding of corporate securities processing and administration. It includes an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities that issue securities. In addition, the program familiarizes students with the features, benefits and users of corporate securities products and services. The course also emphasizes the development of those skills required to perform the operational activities involved in delivering corporate securities products and services. (3 hr lecture)
- BFT 1283** **Deposit Operations** **3 SH**
This course examines the deposit operations of banks in the context of the U.S. payment system. It explores how banks operate relative to their deposit taking activities and management of deposited funds. Emphasis is on system rather than product or instrument. Also studied is the impact of the external environment on determining why banks operate the way they do. Government rules and regulations and the future of America's payments mechanism are also covered. (3 hr lecture)
- BFT 1293** **Financial Planning For Bankers** **3 SH**
This course presents the fundamental concepts of financial planning. Its goal is not to train bankers to be professional financial planners, but to provide them with a general appreciation of the topic and its application to the current banking environment. The content is divided into two major sections. The first discusses the financial planning concept and its impact on bank personnel and consumers in an era of industry change. The second provides a framework for exploring the basic components of a financial plan, includes taxes, credit, and housing. (3 hr lecture)

This program continued on next page.

- BFT 1313** **Analyzing Financial Statements** **3 SH**
Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. (3 hr lecture)
- BFT 1323** **Bank Cards** **3 SH**
An overview of the bank card industry. Dual objectives: to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions. Types of credit cards in use and their functions and the cardholder's profile, attitudes, and behavior; and credit-card operations-marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. Evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr lecture)
- BFT 1333** **Statement Analysis** **3 SH**
This revision of a popular series teaches the basic concepts and skills of statement analysis. Based on a 5-part, reusable self-instructional format, the components can be combined in various ways for maximum flexibility. Designed as a "how to" training program, the series offers immediate benefits for on-the-job applications. The revision incorporates the two previous offerings of Statement Analysis and Funds Statement/Funds Flow Analysis under one umbrella program. (3 hr lecture)
- BFT 1343** **Retail Banking Series** **3 SH**
This series consists of four programs that may be offered together or independently. The programs are Retail Management, Sales Management, Financial Performance of Banks and Selling Skills for Bankers. (3 hr lecture)
- BFT 1373** **Contemporary Issues in Banking** **3 SH**
This course provides an overview of contemporary problems and issues that confront the banking industry today. The course focuses on the latest competitive, regulatory, technological, and market related developments that continue to alter the nature of commercial banking. (3 hr lecture)
- BFT 2123** **Consumer Lending** **3 SH**
Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 hr lecture)
- BFT 2133** **Introduction To Commercial Lending** **3 SH**
This course is designed to give an overview of the bank's commercial lending function. It also stresses the need for a solid relationship between the bank's commercial customer and the lending officer as well as the importance of commercial loans to the bank's portfolio. (3 hr lecture)
- BFT 2143** **Credit Department Management** **3 SH**
This course is designed for credit department organizer or manager. A source of information directly applicable to the job situation with the goal of achieving maximum direct on-the-job application. (3 hr lecture)
- BFT 2153** **Inside Commercial Banking** **3 SH**
Designed for higher-level entry bankers, this course is appropriate for persons desiring an overview of the commercial banking industry. This course highlights the Monetary Control Act, the threat of non-banking competitors, interstate banking activities and regulations, multinational banking and recent developments in Electronic Funds Transfer. (3 hr lecture)
- BFT 2213** **Marketing for Bankers** **3 SH**
Basis of public relations, both internal and external, and the why, the what, and some of the how of public relations and marketing. Overview for all bankers of the essentials of bank public relations and marketing. (3 hr lecture)
- BFT 2313** **Bank Investments** **3 SH**
Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. (3 hr lecture)
- BFT 2323** **Investment Basics and Beyond** **3 SH**
This course examines how the securities business works and broadens the student's knowledge of the investment services offered by the trust department. (3 hr lecture)

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| BFT 2333 | Loan Officer Development | 3 SH |
| This course focuses on people-skills and problem-solving. This well-received program offers comprehensive training in the subjective skills and judgment-forming abilities needed throughout the lending process, such as interviewing, listening and remembering, decision-making under conditions of uncertainty and time-pressures, persuasion and negotiation, and supporting conclusions and recommendations with sound evidence and reasoning. (3 hr lecture) | | |
| BFT 2343 | Economics for Bankers | 3 SH |
| This course helps the student increase their understanding of economics as it relates to banking. Special emphasis is placed on macroeconomics, basics of economic theory, application of economics to banking, and other economic topics of importance to bankers. (3 hr lecture) | | |
| BFT 2413 | The Trust Business | 3 SH |
| Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture) | | |
| BFT 2423 | International Banking | 3 SH |
| Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the currency to another country. (3 hr lecture) | | |
| BFT 2433 | Trust Management | 3 SH |
| This course is designed for the requirements for more specialists to become qualified managers within the trust departments. (3 hr lecture) | | |
| BFT 2443 | Trust Investments | 3 SH |
| This course focuses on the theory and practice of trust department investment services. Economic forecasting principles and their application along with investment policies and portfolio management are covered. (3 hr lecture) | | |
| BFT 2723 | Securities Processing | 3 SH |
| This course is particularly relevant for operations personnel who wish to develop a broad knowledge of the securities business and its application within the banking environment. The text emphasizes the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio. Emphasis is also placed upon skills development. Through this course, the student will learn to perform specific securities processing activities with care and accuracy. (3 hr lecture) | | |
| BFT 2813 | Management of Commercial Bank Funds | 3 SH |
| Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investments, and capital and relates each to the other. (3 hr lecture) | | |
| BFT 2823 | Law and Banking Applications | 3 SH |
| The presentation, review, and discussion of the legal aspects of negotiable instruments used in bank deposit and collection operation and the payments mechanism. (3 hr lecture) | | |
| BFT 2833 | Federal Regulation of Banking | 3 SH |
| A concise description of the nature and scope of federal regulation of banking. Focus primarily on the why and what of federal banking regulation. (3 hr lecture) | | |
| BFT 2843 | Branch Management | 3 SH |
| Necessary principles for developing adequate branch management of operations, lending and management functions. The course brings together policies in the areas of branch organization, teller functions, branch staffing operations, branch budgeting, platform functions, managerial operations, commercial lending, loan documentation, collateral, financial statements, elements of the financial statement, evaluating loan requests, credit checking, roles of the branch manager, theories of motivation, job enrichment, management by objective, performance evaluation, transactional analysis, and conflict resolution. (3 hr lecture) | | |

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| BOT 2133 | Desktop Publishing | 3 SH |
| (Prerequisite: BOT 1143) This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as fliers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. (2 hr lecture, 2 hr lab) | | |
| BOT 2143 | Operating Systems | 3 SH |
| (Prerequisite: BOT 1133) This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. (2 hr lecture, 2 hr Lab) | | |
| BOT 2153 | Network Management | 3 SH |
| (Prerequisite: BOT 1133 or equivalent) This course focuses on the management of a computer network lab including installation of network software and administration of a network. (2 hr lecture, 2 hr Lab) | | |
| BOT 2323 | Database Management | 3 SH |
| (Prerequisite: BOT 1133) This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. (2 hr lecture, 2 hr Lab) | | |
| BOT 2413 | Computerized Accounting | 3 SH |
| (Prerequisite: BOT 1433) This course applies basic accounting principles using a computerized accounting system. (2 hr lecture, 2 hr Lab) | | |
| BOT 2423 | Income Tax Accounting | 3 SH |
| (Prerequisite: BOT 1433) This course is designed to be an introductory tax accounting class with insight into federal income tax laws and preparation of reports. (2 hr lecture, 2 hr Lab) | | |
| BOT 2433 | Payroll Accounting | 3 SH |
| (Prerequisite: BOT 2413) This course provides an in-depth study of payroll accounting. (2 hr lecture, 2 hr Lab) | | |
| BOT 2443 | Advanced Business Accounting | 3 SH |
| (Prerequisite: BOT 1433) This course is designed as a continuation of Business Accounting. (3 hr lecture) | | |
| BOT 2523 | Medical Machine Transcription I | 3 SH |
| (Prerequisites: BOT 1113, 1613) This course is designed to teach transcription of various medical documents. (2 hr lecture, 2 hr Lab) | | |
| BOT 2533 | Medical Machine Transcription II | 3 SH |
| (Prerequisite: BOT 1513 or 2523) This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. (2 hr lecture, 2 hr Lab) | | |
| BOT 2713 | Advanced Microcomputer Applications | 3 SH |
| (Prerequisite: BOT 1133) This course develops the ability to use an operating system to integrate activities using applications software which includes word processing, database, spreadsheet, graphics, and telecommunications. (2 hr lecture, 2 hr Lab) | | |
| BOT 2723 | Administrative Office Procedures | 3 SH |
| (Prerequisite: BOT 1133) This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. (2 hr lecture, 2 hr Lab) | | |
| BOT 2733 | Administrative Office Management | 3 SH |
| This course develops management skills in an electronic environment by providing instruction and application of management theories, supervisory styles, personnel procedures, and office systems technology. (3 hr lecture) | | |
| BOT 2743 | Medical Office Concepts | 3 SH |
| (Prerequisites: BOT 1613, 1623) This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. (2 hr lecture, 2 hr Lab) | | |
| BOT 2753 | Medical Information Management | 3 SH |
| (Prerequisite: BOT 2743) This course will continue coverage of medical office issues with emphasis on health insurance filing and medical office software. (2 hr lecture, 2 hr Lab) | | |
| BOT 2813 | Business Communication | 3 SH |
| (Prerequisites: BOT 1113, 1713, or equivalent) This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. (3 hr lecture) | | |

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BOT 2823 **Small Business Management** **3 SH**
 This course emphasizes the creation and management of small firms with emphasis on entrepreneurial opportunities and managing activities needed for the operation of small businesses. (3 hr lecture)

BOT 2913 **Supervised Work Experience** **3 SH**
 (Prerequisite: BOT 1433) This course provides related on-the-job training in the accounting area. Employing firm and type of work experience must be approved by the Business Technology Department. Must be at least 135 clock hours of on-the-job training. (9 hr externship)

BOT 2923 **Supervised Business and Office Work Experience** **3 SH**
 This course provides related on-the-job training. Employing firm and type of work experience must be approved by the Business Technology Department. Must be at least 135 clock hours of on-the-job training. (9 hr externship)

CHILD DEVELOPMENT TECHNOLOGY

CDT 1114 **Child Care Profession** **4 SH**
 This course provides activities in types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. (3 hr lecture, 2 hr lab)

CDT 1214 **Infant and Toddler Development** **4 SH**
 This course provides knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care and group care through classroom laboratory or collaborative centers. (3 hr lecture, 2 hr lab)

CDT 1224 **Child Growth and Development** **4 SH**
 The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. (3 hr lecture, 2 hr lab)

CDT 1313 **Art for Preschool Children** **3 SH**
 Planning and developing art experiences beneficial to the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1323 **Music/Movement for Preschool Children** **3 SH**
 Development of the preschool child in the areas of listening, singing, and movement. Planning musical/movement experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1333 **Language Arts for Preschool Children** **3 SH**
 Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1514 **Child Nutrition and Health Care** **4 SH**
 Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. (4 hr lecture)

CDT 2233 **Guiding Social and Emotional Behavior** **3 SH**
 Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2413 **Atypical Child Development** **3 SH**
 This course provides information concerning growth and development, intervention strategies, and working with families having an atypical child. (2 hr lecture, 2 hr lab)

CDT 2613 **Methods and Materials** **3 SH**
 Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2713 **Social Studies, Math, and Science for the Preschool Children** **3 SH**
 Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2813 **Administration of Preschool Programs** **3 SH**
 (Prerequisite: CDT 1014) Concepts in the administration of quality preschool programs. (3 hr lecture)

CDT 2915 **Technical Practicum I** **5 SH**
 (Co-requisites: CDT 1313, 1323, 1413, 1513) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 years old). Completion of the objectives provides opportunities for students to implement experiences planned in the co-requisites and ensures a balance of all curriculum areas. (10 hr lab)

- CDT 2925** **Technical Practicum II** **5 SH**
(Co-requisites: CDT 2243, 2613, 2713, 2813) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 years old). Completion of the objectives provides opportunities for students to implement experiences planned in the co-requisites and ensures a balance of all curriculum areas. (10 hr lab)

COMPUTER INFORMATION SYSTEMS TECHNOLOGY

- CPT 1113** **Fundamentals of Microcomputer Applications** **3 SH**
This course will introduce information processing concepts to include: word processing, spreadsheet, database management software, and BASIC programming. Service course not to be taken by Business and Office and Related Technology students. (2 hr lecture, 2 hr lab)
- CPT 1124** **Computer Concepts** **4 SH**
This course is an introduction of the basic concepts of computer systems to include: history, hardware components, software, career opportunities, programming logic, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. (3 hr lecture, 2 hr lab)
- CPT 1214** **BASIC Programming Language** **4 SH**
(Prerequisite: CPT 1124) Introduction to the BASIC programming language to include sort, controlled loops, multi-dimensional arrays, and modular programming. (3 hr lecture, 2 hr lab)
- CPT 1224** **RPG Programming Language** **4 SH**
(Prerequisite: CPT 1124) This course is designed to introduce the student to the RPG language in business applications to include: arithmetic operations, report editing, control break processing and table processing techniques. (3 hr lecture, 2 hr lab)
- CPT 1234** **COBOL Programming Language** **4 SH**
(Prerequisite: CPT 1124) This course is designed to introduce the student to the COBOL language and to use the computer in business applications to include: arithmetic operations, report editing, control break processing and table processing techniques. (3 hr lecture, 2 hr lab)
- CPT 1324** **Survey of Microcomputer Applications** **4 SH**
This course will introduce word processing, spreadsheet, and database management software with integration of these applications. (3 hr lecture, 2 hr lab)
- CPT 1333** **Operating Platforms** **3 SH**
(Prerequisite: CPT 1124) This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. (2 hr lecture, 2 hr lab)
- CPT 1343** **System Administration and Control** **3 SH**
(Prerequisite: CPT 1124) A study of the system administration of a mid-range computer including control language, utilities, and control commands. (2 hr lecture, 2 hr lab)
- CPT 1413** **Fundamentals of Data Communications** **3 SH**
This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (2 hr lecture, 2 hr lab)
- CPT 2153** **Network Management** **3 SH**
(Prerequisite: CPT 1333) This course focuses on the management of a computer network lab including installation of network software and administration of a network. (2 hr lecture, 2 hr lab)
- CPT 2244** **Database Programming Language** **4 SH**
(Prerequisite: Successful completion of any CPT programming language course.) This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. (3 hr lecture, 2 hr lab)
- CPT 2254** **Control Language Programming** **4 SH**
(Prerequisite: CPT 1343) This course develops the ability to code, debug, and execute control language (CL) programs utilizing the basic features of the language. Topics include the role of control language in relation to other languages, input and output in CL, and testing and debugging CL programs. (3 hr lecture, 2 hr lab)
- CPT 2264** **Advanced RPG Programming Language** **4 SH**
(Prerequisite: CPT 1224) This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. (3 hr lecture, 2 hr lab)
- CPT 2274** **Advanced COBOL Programming Language** **4 SH**
(Prerequisite: CPT 1234) This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. (3 hr lecture, 2 hr lab)

This program continued on next page.

- CPT 2284** **C Programming Language** **4 SH**
 (Prerequisite: CPT 1124 or successful completion of any CPT programming language course.) This course is designed to introduce the student to the C programming language and its basic functions. (3 hr lecture, 2 hr lab)
- CPT 2354** **Systems Analysis and Design** **4 SH**
 (Co-requisites: CPT 2264 or CPT 2274) This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. (3 hr lecture, 2 hr lab)
- CPT 2423** **Advanced Network Management** **3 SH**
 (Prerequisite: CPT 2153) This course is a continuation of Network Management with emphasis placed on menus, login scripts, and sharing devices. (2 hr lecture, 2 hr lab)
- CPT 2433** **System Maintenance** **3 SH**
 (Prerequisite: CPT 1333) This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include: hardware compatibility, system architecture, memory, input devices, output devices, auxiliary storage and telecommunication devices. (2 hr lecture, 2 hr lab)
- CPT 2444** **Client/Server Systems** **4 SH**
 (Prerequisite: CPT 2433 and co-requisite CPT 2423) This course introduces client/server systems to include: components, connectivity, development, and user training. (3 hr lecture, 2 hr lab)

COURT REPORTING TECHNOLOGY (for other LET courses, see Paralegal Technology)

- LET 1413** **Stenograph Machine Shorthand I** **3 SH**
 Designed to instruct the student in stenotype theory. (2 hr lecture, 2 hr lab)
- LET 1423** **Stenograph Machine Shorthand II** **3 SH**
 (Prerequisite: LET 1413) A continuation of Stenograph Machine Shorthand I. Emphasis is placed on keyboard, theory, and speed development. (2 hr lecture, 2 hr lab)
- LET 1813** **Speed Building I** **3 SH**
 (Prerequisite: LET 1423) Building speed in taking dictation at varying speeds. Mailable transcripts of dictated (courtroom material) stenotype notes are required. (2 hr lecture, 2 hr lab)
- LET 1823** **Speed Building II** **3 SH**
 (Prerequisite: LET 1813) A continuation of Speed Building I for building speed in taking dictation at varying speeds. Mailable transcripts of dictated (courtroom material) stenotype notes are required. (2 hr lecture, 2 hr lab)
- LET 2433** **Stenograph Machine Shorthand III** **3 SH**
 (Prerequisite: LET 1823) A continuation course for advanced speed development. Carefully graded and timed practice material is utilized. Writing vocabulary is developed along with speed. (2 hr lecture, 2 hr lab)
- LET 2443** **Stenograph Machine Shorthand IV** **3 SH**
 (Prerequisite: LET 2433) A continuation of Stenograph Machine Shorthand III. Practice for court reporters to include reporting abbreviations and phrases and speaker designations for the courtroom and extracts from actual court cases. (2 hr lecture, 2 hr lab)
- LET 2613** **Court Reporting Procedures** **3 SH**
 (Prerequisite: LET 1823) A study of the role of the reporter in trials, depositions, and administrative hearings; transcript preparation and format; proofreading; instruction in dictating equipment and writing for a notereader and computer; making exhibits; indexing and storing notes; reporting techniques; instruction in the proper use of library and reference materials; and instruction in the National Court Reporters Association (NCRA) Code of Professional Responsibility. (2 hr lecture, 2 hr lab)
- LET 2622** **Court Reporting Technology** **2 SH**
 (Pre/Co-requisite: LET 2613) An overview in reporter-related technology, concepts, and vocabulary. Emphasis is placed on computer-assisted transcription systems and video applications for the court reporter. (1 hr lecture, 2 hr lab)
- LET 2911** **Internship for Court Reporters** **1 SH**
 (Prerequisite: Completion of 3 semesters in program area) Provides supervised practical experience in courts or freelance court reporting firms. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting, thus adding meaning to the related school program. Should be taken during final semester. (45 clock hrs)

DENTAL ASSISTING TECHNOLOGY

- DAT 1111** **Dental Orientation** **1 SH**
The development, function, status, and organization of the dental profession; and the professional, legal and ethical responsibilities of the dental assistant. Terminology emphasizing prefixes, suffixes, roots, abbreviations, spelling, and definitions of medical and dental terms. (1 hr lecture)
- DAT 1214** **Dental Assisting Materials** **4 SH**
(Co-requisite: DAT 1111, 1313) Dental safety precautions will be emphasized. Includes a comprehensive study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operatory and dental laboratory. (2 hr lecture, 4 hr lab)
- DAT 1313** **Dental Science I** **3 SH**
Physiology, anatomy, and morphology as related to the oral cavity. Content organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)
- DAT 1323** **Dental Science II** **3 SH**
Microbiology, embryology, pathology, and pharmacology as related to dentistry. Content organized to give the student basic information required for effective dental assisting. (3 hr lecture)
- DAT 1415** **Chairside Assisting I** **5 SH**
(Prerequisite: CPR-C Certification) Comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)
- DAT 1423** **Chairside Assisting II** **3 SH**
(Prerequisite: DAT 1415) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)
- DAT 1433** **Chairside Assisting III** **3 SH**
(Prerequisite: DAT 1423) Continuation of Chairside Assisting II. (2 hr lecture, 2 hr lab)
- DAT 1513** **Dental Radiology I** **3 SH**
(Co-requisite: DAT 1111, 1313) Principles and safety precautions in dental radiology. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 2 hr lab)
- DAT 1522** **Dental Radiology II** **2 SH**
(Prerequisite: DAT 1513) Continuation of Dental Radiology I. Emphasis placed on clinical competence in exposing periapical radiographs. (4 hr lab)
- DAT 1612** **Dental Health Education** **2 SH**
Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (2 hr lecture)
- DAT 1714** **Practice Management** **4 SH**
Comprehensive study of the dental office business procedures. Topics covered: patient contact, patient records, insurance, financial records, telephone usage, office management, basic skills in psychology, and professional ethics. (3 hr lecture, 2 hr lab)
- DAT 1815** **Clinical Experience I** **5 SH**
(Prerequisite: DAT 1415) Supervised clinical experience in an authorized dental clinic. (1 hr lecture, 16 hr clinical)
- DAT 1822** **Clinical Experience II** **2 SH**
(Prerequisite: All first semester Dental Assisting courses) Continuation of supervised clinical experience in an authorized dental clinic. (8 hr clinical)

DRAFTING AND DESIGN TECHNOLOGY

- DDT 1114** **Orientation to Drafting** **4 SH**
 An orientation to the field of drafting with emphasis on the use and care of equipment, lettering, geometric constructions, sketching, orthographic projection, sections, dimensioning and additional work in a specified field of study. (2 hr lecture, 4 hr lab)
- DDT 1116** **Fundamentals of Drafting** **6 SH**
 Course designed to give drafting majors the background needed for all other drafting courses. (3 hr lecture, 6 hr lab)
- DDT 1133** **Machine Drafting I** **3 SH**
 (Prerequisite: DDT 1116) Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing and other drafting room procedures. (1 hr lecture, 4 hr lab)
- DDT 1153** **Descriptive Geometry** **3 SH**
 (Prerequisite: DDT 1116) Theory and problems designed to develop the ability to visualize points, lines, and surface space. (1 hr lecture, 4 hr lab)
- DDT 1213** **Construction Materials** **3 SH**
 A course designed to familiarize the student with the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (2 hr lecture, 2 hr lab)
- DDT 1223** **Cartography** **3 SH**
 Introduces students to the fundamentals and techniques of map reading, map interpretation, mapmaking, and cartographic production. (2 hr lecture, 2 hr lab)
- DDT 1313** **Principles of Computer Aided Drafting (CAD)** **3 SH**
 (Pre or co-requisite: DDT 1116) This course will use CAD machines to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. (2 hr lecture, 2 hr lab)
- DDT 1325** **Intermediate Computer Aided Drafting (CAD)** **5 SH**
 (Prerequisite: DDT 1313) This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols. (2 hr lecture, 6 hr lab)
- DDT 1413** **Elementary Surveying** **3 SH**
 Basic course dealing with principles of geometry, theory, and use of instruments, mathematical calculations, and the control and reduction of errors. (1 hr lecture, 4 hr lab)
- DDT 1615** **Architectural Design I** **5 SH**
 (Prerequisite: DDT 1116) Presentation and application of architectural drafting room standards. (2 hr lecture, 6 hr lab)
- DDT 2113** **Database Construction and Maintenance** **3 SH**
 (Prerequisite: DDT 1313) Introduction to database concepts and goals of Data Base Management Systems, relational, hierarchical, and network models of data. Relational algebra, Structured Query Language (SQL). Data organization and data access methods. (2 hr lecture, 2 hr lab)
- DDT 2123** **Introduction to Geographic Information Systems** **3 SH**
 (Prerequisite: DDT 1313, GEO 1123) Use of computer mapping and databases in multiple applications. Incorporation of imagery and data into a graphics oriented database system. Fundamentals of Geographical Information Systems techniques and approaches and applications. (2 hr lecture, 2 hr lab)
- DDT 2133** **Aerial Photography Interpretation & Remote Sensing** **3 SH**
 (Prerequisite: DDT 1313) Fundamentals of map and air photo characteristics including scale, feature identification, symbolization. Interpretation techniques of various products, including topographic and thematic maps, color aerial photographs, and satellite images. (2 hr lecture, 2 hr lab)
- DDT 2163** **Machine Drafting II** **3 SH**
 (Prerequisite: DDT 1116) A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. (2 hr lecture, 2 hr lab)
- DDT 2233** **Structural Drafting** **3 SH**
 (Prerequisite: DDT 1116) Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. (1 hr lecture, 4 hr lab)

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| DDT 2243 | Cost Estimating | 3 SH |
| Preparation of material and labor quantity surveys from actual working drawings and specifications. (1 hr lecture, 4 hr lab) | | |
| DDT 2253 | Fundamentals of Global Positioning Systems | 3 SH |
| (Prerequisites: DDT 1223, 2113) To provide an understanding of Global Positioning Systems concepts and operation in a concise manner minimizing the use of complex mathematical and engineering expressions. (2 hr lecture, 2 hr lab) | | |
| DDT 2263 | Advanced Geographic Information Systems | 3 SH |
| (Prerequisite: DDT 2123) Integrative course that encompasses geographic data inputs, processing and analyses directed toward objects of scientific investigation. (1 hr lecture, 4 hr lab) | | |
| DDT 2273 | Advanced Remote Sensing | 3 SH |
| (Prerequisite: DDT 2133) Remote sensing, interpretation and application of air photos and other remote sensing images. (2 hr lecture, 2 hr lab) | | |
| DDT 2286 | Geographic Information Systems Internship | 6 SH |
| (Prerequisite: Permission of Department Head) This course is designed to provide supervised on-the-job work experience in a Geographic Information Systems work environment. This work experience is an integral part of the student's education. (6 hr lecture) | | |
| DDT 2345 | Advanced Computer Aided Drafting (CAD) | 5 SH |
| (Prerequisite: DDT 1313) Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. (2 hr lecture, 6 hr lab) | | |
| DDT 2346 | Computer Aided Design Seminar | 6 SH |
| (Prerequisite: DDT 2345) Research carried out by the student in major areas of computer aided drafting. Presentation of ideas can be in a paper format or electronic format. Emphasis on actual methods and practice used in industry. (4 hr lecture, 4 hr lab) | | |
| DDT 2423 | Mapping and Topography | 3 SH |
| (Prerequisite: DDT 1325) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan drawings, and profile drawings using maps, field survey data, aerial photographs and related references and materials including symbols, notations, and other applicable standardized materials. (2 hr lecture, 2 hr lab) | | |
| DDT 2533 | Highway Drafting | 3 SH |
| (Prerequisite: DDT 1325) A study of basic information to highway drafting. Horizontal alignment of route surveys in the plan view, vertical alignment of route surveys in the profile view, typical sections, cross sections, and area calculations and estimation of quantities. (2 hr lecture, 2 hr lab) | | |
| DDT 2625 | Architectural Design II | 5 SH |
| (Prerequisites: DDT 1116, DDT 1615) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. (2 hr lecture, 6 hr lab) | | |
| DDT 2915 | Special Project | 5 SH |
| (Prerequisite: Consent of instructor and the completion of at least one semester of advanced coursework in the drafting program) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2 hr lecture, 6 hr lab) | | |
| DDT 2926 | Supervised Work Experience | 6 SH |
| (Prerequisite: DDT 1116 and Sophomore standing) Supervised and approved on-the-job training. (9 hr supervised work experience) | | |

ELECTRICAL AND ELECTRONICS TECHNOLOGY BIOMEDICAL TECHNOLOGY OPTION

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| BMT 1111 | Orientation To Biomedical Careers | 1 SH |
| A study of overall function, organization and operation of the Biomedical/Clinical Engineering Industry in the USA. (1 hr lecture, 4 hr lab) | | |
| BMT 2115 | Biomedical Internship I | 5 SH |
| (Prerequisite: Sophomore standing in Electronics, BMT 1111) A review of the fundamental practice of Biomedical Service as provided in the hospital environment. The student will intern under the supervision of a certified technician. (1 hr lecture, 12 hr clinical) | | |

This program continued on next page.

BMT 2225**Biomedical Internship II****5 SH**

(Prerequisite: BMT 2115) Students rotate through the various departments of the hospital that use the service of the Biomedical Technician. (1 hr lecture, 12 hr clinical)

ELECTRICAL AND ELECTRONICS TECHNOLOGY COMPUTER SERVICING TECHNOLOGY OPTION

CST 1213**Failure Analysis****3 SH**

(Prerequisites: EET 1114, 1123) This course is a study of general and specific methods for analyzing failure in electronics circuits. (1 hr lecture, 4 hr lab)

CST 2113**Computer Servicing Lab 1****3 SH**

(Pre/Co-requisites: EET 1114, 1123, 1324) This course provides training in the fundamentals of computer servicing. This course includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. (6 hr lab)

CST 2123**Computer Servicing Lab II****3 SH**

(Prerequisites: CST 2113, EET 1114, 1123) This course is a continuation of Computer Servicing Lab I with increased emphasis on system analysis and diagnosis of board and component failures. This course places a strong emphasis on laboratory experience with computer repair. (6 hr lab)

CST 2913**Special Project****3 SH**

(Prerequisite: Consent of instructor) This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)

CST 2923**Supervised Work Experience****3 SH**

(Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Three credits are awarded on the basis of 135 industrial contact hours.

ELECTRICAL AND ELECTRONICS TECHNOLOGY ELECTRONICS TECHNOLOGY OPTION

EET 1102**Fundamentals of Electronics****2 SH**

This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. (1 hr lecture, 2 hr Lab)

EET 1114**DC Circuits****4 SH**

(Pre/Co-requisite: EET 1102) This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws, and formulae, and the use of test equipment to analyze DC circuits. (2 hr lecture, 4 hr Lab)

EET 1123**AC Circuits****3 SH**

(Prerequisites: EET 1102, 1114) This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws, and formulae, and the use of test equipment to analyze AC circuits. (2 hr lecture, 2 hr Lab)

EET 1214**Digital Electronics****4 SH**

(Co-requisite: EET 1102) This course is designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. (3 hr lecture, 2 hr Lab)

EET 1314**Solid State Devices and Circuits****4 SH**

(Pre/Co-requisites: EET 1114, 1123) This course is designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. (2 hr lecture, 4 hr Lab)

EET 1324**Microprocessors****4 SH**

(Prerequisite: EET 1214) This course is designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. (2 hr lecture, 4 hr Lab)

EET 1613**Computer Fundamentals for Electronics/Electricity****3 SH**

This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Introduction to Computers, CPT 1114) (2 hr lecture, 2 hr Lab)

EET 1713 **Drafting for Electronics/Electrical Technology** **3 SH**
This course is designed to provide instruction on the preparation and interpretation of schematics.
(1 hr lecture, 4 hr Lab)

EET 2334 **Linear Integrated Circuits** **4 SH**
(Prerequisite: EET 1314) This course is designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase-locked loops.
(3 hr lecture, 2 hr Lab)

EET 2414 **Electronic Communications** **4 SH**
(Prerequisite: EET 1314) This course is designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. (2 hr lecture, 4 hr Lab)

EET 2423 **Fundamentals of Fiber Optics** **3 SH**
(Pre/Co-requisite: EET 2414) This course is designed to provide skills and knowledge concerning the use of fiber optic cable in modern industry applications. (2 hr lecture, 2 hr Lab)

EET 2514 **Interfacing Techniques** **4 SH**
(Prerequisite: EET 1324) This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. (2 hr lecture, 4 hr Lab)

EET 2813 **Video Systems** **3 SH**
(Prerequisite: EET 1314) This course is a study of the circuits and systems used in the production, transmission, and reception of video information to include color systems and computer-video interfacing.
(2 hr lecture, 2 hr Lab)

EET 2913 **Special Project** **1-3 SH**
(Prerequisite: Consent of Instructor) This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2-6 hr Lab)

EET 2923 **Supervised Work Experience** **1-6 SH**
(Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs.) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours. (3-18 hr externship)

ELECTRICAL AND ELECTRONICS TECHNOLOGY LASER ELECTRO-OPTIC TECHNOLOGY OPTION

LOT 2313 **Fiber Optics Systems** **3 SH**
This course is designed to introduce the student to optical fibers. Topics covered include types of fiber, fabrication, measurements, packaging, couplings, splices, connectors, sources, detectors, and systems examples. (2 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY ROBOTICS TECHNOLOGY OPTION

ROT 1113 **Introduction to Robotics** **3 SH**
This course is designed to introduce the student to industrial robots. Topics to be covered include robotic history, industrial robot configurations, operation, basic programming, and minor machine adjustments on hydraulically, pneumatically, and electrically driven robots. (2 hr lecture, 2 hr lab)

ROT 1213 **Industrial Hydraulics** **3 SH**
This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. (2 hr lecture, 2 hr lab)

ROT 1223 **Industrial Pneumatics** **3 SH**
This course introduces the students to basic pneumatic principles, compression of air, work devices, control devices, and circuit diagrams. Emphasis is placed on development of pneumatic control circuits, electro-mechanical control of fluid power, and troubleshooting techniques. (2 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY TELECOMMUNICATIONS TECHNOLOGY OPTION

- TCT 1114** **Fundamentals of Telecommunications** **4 SH**
This course is designed to acquaint the student with the history of voice/data communication, fundamental concepts, and basic telephone service. (3 hr lecture, 2 hr lab)
- TCT 2214** **Telephone Systems** **4 SH**
(Pre/Co-requisite: TCT 1114) This course gives the student information and hands-on experience in installation, operation, troubleshooting, and repair of commercial use telephone systems including analog and digital key systems. (3 hr lecture, 2 hr lab)
- TCT 2224** **PBX Systems** **4 SH**
(Prerequisite: TCT 2214) This course is a continuation of the PBX section of Telephone Systems (TCT 2214). This course will further emphasize the installation, programming, and troubleshooting of PBX systems. Maintenance, cleaning, and paperwork will be covered. (2 hr lecture, 4 hr lab)
- TCT 2314** **Fundamentals of Digital Communications** **4 SH**
(Prerequisite: TCT 1114) This course covers theories and concepts of data communications, design, and implementation. Different modulation systems will be examined such as PAM (pulse amplitude modulation), PWM (pulse width modulation) and PCM (pulse code modulation). (2 hr lab)
- TCT 2324** **Digital Communications** **4 SH**
(Prerequisite: EET 2414) This course covers theories and concepts of data communications, design, and implementation. Different modulation systems will be examined such as PAM (pulse amplitude modulation), PTM (pulse time modulation), and PCM (pulse code modulation). The use of filtering to eliminate unwanted distortion is emphasized as well as contrasting the performance of PAM and PCM. (2 hr lecture, 4 hr lab)
- TCT 2414** **Microwave and Satellite Systems** **4 SH**
(Pre/Co-requisite: TCT 2314) This course is designed to develop understanding and skills associated with microwave and satellite applications in the telecommunications industry. (3 hr lecture, 2 hr lab)
- TCT 2424** **Network Systems** **4 SH**
(Prerequisites: TCT 2214, EET 2423) This course covers networking fundamentals, voice networking, LAN's and Internetworking. This course will cover upgrading of computers to support LAN technology including hardware and software and running and termination network media including Cat. 3 twisted pair cable, coaxial cable, and fiber optic cable. (2 hr lecture, 4 hr lab)
- TCT 2913** **Special Project** **3 SH**
(Prerequisite: Consent of Instructor) This course is designed to provide the student with practice application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)
- TCT 2923** **Supervised Work Experience** **3 SH**
(Prerequisite: Consent of Instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Three credits are awarded on the basis of 135 industrial contact hours.

EMERGENCY MEDICAL TECHNOLOGY- PARAMEDIC (1+1)

- EMT 1116** **Emergency Medical Technology-Basic** **6 SH**
(Prerequisite: Approval of Emergency Medical Technology Admissions Committee) This course is designed for the United States Department of Transportation and the Mississippi EMS guideline. Includes an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. (4 hr lecture, 4 hr clinical lab)

FIRE PROTECTION TECHNOLOGY

- FFT 1113** **Introduction to Fire Science** **3 SH**
This course provides an orientation to the fire service. This class explores department structure and organization, operations, and responsibilities, and the history of the fire services and changes that currently are remodeling traditional fire services. (3 hr lecture)
- FFT 1123** **Introduction to Fire Prevention** **3 SH**
This course introduces students to modern approaches of fire prevention. An overview is provided of methods currently used in preventing fires including Codes and Standards, Company Based Inspections, Public Fire Education, Interdiction Programs, and legislation affecting fire prevention activities. (3 hr lecture)

- FFT 1213 Firefighting Principles and Practices 3 SH**
This course is designed as a basic firefighting tactical course providing information on the major principles and practices conducted at fire and emergency scenes. Concentrating on activities of rescue, ventilation, salvage, overhaul, offensive and defensive attack methods, and firefighter safety, the student explores various operations that must be conducted in a coordinated manner. (3 hr lecture)
- FFT 1223 Fire Apparatus and Equipment 3 SH**
Engines, pumps, operation procedures, maintenance techniques, and equipment specifications are discussed while providing the student with a working knowledge and understanding of various types of apparatus and equipment used by the fire service. (3 hr lecture)
- FFT 1513 Building and Fire Codes 3 SH**
This course emphasizes the importance of building and fire codes by studying the "Southern Building Code Congress Building and Fire Codes", the most commonly used building code in the state. A review of hazards and how they relate to standard chapters is explored. Various types of construction are discussed. (3 hr lecture)
- FFT 1613 Hazardous Materials 3 SH**
An introductory course that emphasizes the identification and recognition of hazardous materials. Various types and classes of hazardous materials are discussed, as well as methods of transportation and storage. (3 hr lecture)
- FFT 1713 Fire Investigation 3 SH**
This course focuses on building construction, chemistry, physics, electricity, motivation, and human reaction as related to the arson fire. Basic investigation techniques, arson law, and the psychology of the arsonist are covered. (3 hr lecture)
- FFT 1813 Fire Law 3 SH**
An analysis of public law that affects the fire service. From laws related to codes and standards, administrative and management practices, to those related to the fire ground, this course forms the basis for fire department operations and management. (3 hr lecture)
- FFT 2313 Fire Service Hydraulics 3 SH**
A study in the use of water to combat fires, this course provides information on theories associated with the use of water, actual fire ground application practices, and the use of water additives. Study is made of various delivery and usage methods. (3 hr lecture)
- FFT 2323 Building Construction 3 SH**
This course investigates building construction from the standpoint of the fire service. Why do buildings burn and what are the danger areas of various types of construction? A basic overview of building codes and construction methods is used to familiarize students with building components and construction types. (3 hr lecture)
- FFT 2333 Fire Fighter Safety 3 SH**
This course provides an overview of safety practices for the emergency service worker. Covering the individual and team from "in the station" through the emergency scene and return back to service, this course is essential for those who participate in emergency service activities. (3 hr lecture)
- FFT 2413 Strategy and Tactics 3 SH**
This course provides a study of strategy and tactics used in a variety of situations faced by the fire service. Covering different situations from small everyday occurrences to massive conflagrations this course makes use of simulations and case histories in exploring necessary strategy and tactical endeavors. (3 hr lecture)
- FFT 2423 Incident Management Systems 3 SH**
This course is a study of incident management systems used for handling situations from the smallest incidents to the largest. A variety of methods are discussed with emphasis placed on the National Consortium for Incident Management Systems' Incident Command/Management System. (3 hr lecture)
- FFT 2513 Fire Protection Systems 3 SH**
An exploration of various types of fixed and portable fire protection systems forms the basis for this class. Design, testing, maintenance, and inspection of a variety of common fire protection systems is stressed in this course. (3 hr lecture)
- FFT 2523 Fire Inspection 3 SH**
An effective inspection technique is the goal of this course by providing a review of pertinent codes and standards, methods of inspection, hazard studies, and legal documentation requirements. (3 hr lecture)
- FFT 2533 Public Fire Education 3 SH**
This course provides an overview of public education activities in regard to fire protection and prevention. Drawing from effective national model programs, this class focuses the student's attention on identification of target audiences, identifying hazards, and methods for addressing individuals and groups. (3 hr lecture)

This program continued on next page.

- FFT 2613** **Chemistry of Hazardous Materials** **3 SH**
 This course examines hazardous materials chemical behavior and is designed to improve decision making, safety, operations, and handling of hazardous materials incidents. It prepares the student to evaluate potential and real hazards and predict the behavior of hazardous materials. (3 hr lecture)
- FFT 2623** **Hazardous Materials Practices** **3 SH**
 This course focuses on the strategies and safe procedures for alleviating the danger at a hazardous materials incident. Topics include integrating information about the chemical properties, storage, transportation, local conditions and resources in dealing with hazardous materials problems. (3 hr lecture)
- FFT 2633** **Hazardous Materials Incident Management** **3 SH**
 This course provides the student with basic and advanced response procedures, techniques, and methods for dealing with a variety of hazardous materials situations. Focusing on the hazardous materials situation's complexity, this course prepares the student to manage emergency response operations. (3 hr lecture)
- FFT 2713** **Law of Evidence** **3 SH**
 Evidence procedures primarily for arson related crimes, types of evidence, criminal court procedures and collection methods are studied in this course. Other topics include search and seizure, arrest, and discretion. (3 hr lecture)
- FFT 2723** **Evidence Analysis** **3 SH**
 The collection, analysis, and use of physical evidence from the crime scene to evaluation and on to the courtroom is covered. Crime laboratory methods, procedures, and tests as they relate to arson cases are explored in depth. (3 hr lecture)
- FFT 2733** **Criminal Law** **3 SH**
 Local, state, and federal law is covered with emphasis on development, application, and enforcement. Specific attention is paid to the state and federal laws related to arson, mail fraud, and insurance fraud. (3 hr lecture)
- FFT 2813** **Fire Department Management** **3 SH**
 This course introduces the student to management. Particular attention is paid to the management process as it relates to non-emergency and emergency aspects of the fire officers' role. (3 hr lecture)
- FFT 2823** **Fire Service Supervision** **3 SH**
 Focusing specifically on supervising and managing personnel involved with providing fire protection, this course provides the student with information on developing effective supervisory techniques, the role of the supervisor, dealing with problem situations, and other areas related to personnel in the fire service and individual work groups. (3 hr lecture)
- FFT 2833** **Financial Management** **3 SH**
 Budgeting and financial management are the primary concerns of this course. Various methods of budgeting are discussed as well as budgetary tracking methods and evaluation procedures. An applied project requires the development of a model budget for the student's fire service organization. (3 hr lecture)

GRAPHIC DESIGN TECHNOLOGY COURSES

- CAT 1113** **Graphic Design I** **3 SH**
 (Prerequisite: None) A basic introduction to the skills of layout and the fundamentals needed of the graphic artist. The course will provide selected experiences involving layout, paste-up, simple renderings, printing processes, camera ready layouts, mechanicals, and layout formats. (6 hr lab)
- CAT 1123** **Graphic Design II** **3 SH**
 (Prerequisite: CAT 1113) A continuation of Graphic Design and Production I with concentration on color printing, mechanical processes, color separations, screens, cropping, and scaling photographs/artwork for reproduction with continued emphasis on design, typography assembly, and binding. The course will utilize both traditional and computer techniques. (6 hr lab)
- CAT 1213** **Introduction to Graphic Computers** **3 SH**
 (Prerequisite: None) An introduction to graphic interface computers related to the graphic/commercial art industry, utilizing current software and related hardware it. (1 hr lecture, 4 hr lab)
- CAT 2133** **Commercial Design and Advertising Studio** **3 SH**
 (Prerequisite: None) A concentrated study in graphic design/commercial art specifically related to regional industry needs. Emphasis will be placed on projects such as brochures, billboards, newsletters, flyers, newspaper ads, story boards, etc. related to industry needs. (1 hr lecture, 4 hr lab)
- CAT 2313** **Basic Advertising Design I** **3 SH**
 (Prerequisite: CAT 1113, CAT 1213 or by consent of instructor.) Concepts and methodology related to the graphic design/commercial art industry utilizing current software and related hardware. (6 hr lab)

CAT 2323 Basic Advertising Design II 3 SH
 (Prerequisite: CAT 2313) A continuation of Basic Advertising Design I with emphasis on graphic computers to develop and produce advanced graphic design/commercial art projects. This course utilizes equipment and software used in the industry. (6 hr lab)

CAT 2334 Practical Advertising Techniques 4 SH
 (Prerequisites: CAT 2313) Performance skills needed for productive employment in the graphic/commercial art field. (6 hr lab)

CAT 2413 Rendering Techniques 3 SH
 (Prerequisite: None) A study of various illustration and rendering techniques with emphasis on rendering in markers and color pencils. The student will learn professional methods of illustrating, utilizing the camera and projection devices as tools for finished art work. (6 hr lab)

CAT 2913 Special Project in Graphic Design Technology 3 SH
 (Prerequisite: Completion of one semester of coursework in the Graphic Design Technology program.) Practical applications of skills and knowledge gained in other Graphic Design Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experiences. (135 hours)

CAT 2923 Supervised Work Experience in Graphic Design Technology 3 SH
 (Prerequisite: Consent of instructor and the completion of two semesters of coursework in the Graphic Design Technology program.) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (135 hours)

HEALTH INFORMATION TECHNOLOGY (Medical Records Technology)

HIT 1114 Health Record Systems 4 SH
 (Prerequisite: Admission to the HIT Program) This course is an introduction to health record systems including admissions procedures; record content, analysis and use, retention requirements; and numbering and filing systems. (3 hr lecture, 2 hr lab)

HIT 1123 Survey of Health Information Systems 3 SH
 Overview of automated information systems used in various settings in the health care delivery system. Includes basic computer concepts, terminology, and privacy/security issues which affect access to and use of patient information. Lecture supplemented with hands-on computer exercises and field trips to local health care facilities. (3 hr lecture)

HIT 1213 Medical Terminology 3 SH
 This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. (3 hr lecture)

HIT 1311 Health Care Delivery Systems 1 SH
 This course is an introduction to the United States health care delivery system with emphasis on the changing role of health care providers, hospitals and other facilities, and governmental agencies. (1 hr lecture)

HIT 1322 Health Care Law & Ethics 2 SH
 (Prerequisites: HIT 1114, 1311) This course is a study of the principles of law as applied to health information systems with emphasis on health records, release of information, confidentiality, consents, and authorizations. (2 hr lecture)

HIT 1413 Disease I 3 SH
 (Prerequisites: HIT 1213, BIO 2511, 2513) This course covers structural and functional changes caused by disease in tissues and organs, clinical manifestations, and principles of treatment with emphasis on general concepts and diseases affecting the body as a whole. (3 hr lecture)

HIT 1512 Directed Practice I 2 SH
 (Prerequisites: HIT 1114, 1213, 1311) In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. (6 hr clinical)

HIT 2123 Health Record Systems II 3 SH
 (Prerequisites: HIT 1114, 1213, 1311) This course is a study of health record systems in alternative settings, cancer program records, medical staff organization, and accreditation and licensure standards. (2 hr lecture, 2 hr lab)

This program continued on next page.

- HIT 2133** **Health Statistics** **3 SH**
 (Prerequisites: HIT 1114, 2123) This course includes sources and use of health data, definitions of statistical terms, and computation of commonly used rates and percentages used by health care facilities. (2 hr lecture, 2 hr lab)
- HIT 2222** **Medical Transcription** **2 SH**
 (Prerequisites: HIT 1213, BIO 2511, 2513, BOT 1123) This course covers concepts in computerized medical transcription in health care facilities with emphasis on content of various medical reports and application of medical transcription standards in a hospital medical transcription center. (1 hr lecture, 2 hr lab)
- HIT 2423** **Disease II** **3 SH**
 (Prerequisite: HIT 1413) This course is a continuation of Disease I with emphasis on conditions relating to specific body systems, manifestations, and principles of treatment. (3 hr lecture)
- HIT 2522** **Directed Practice II** **2 SH**
 (Pre/Co-requisite: HIT 1512) In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. (6 hr clinical)
- HIT 2532** **Directed Practice III** **2 SH**
 (Prerequisite: HIT 1512) In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. (6 hr clinical)
- HIT 2614** **Coding Systems I** **1 SH**
 (Prerequisites: HIT 1114, 1213, BIO 2511, 2513, 2521, 2523) This course includes principles of coding and classification systems with emphasis on ICD-9-CM including lab application and practice. (3 hr lecture, 2 hr lab)
- HIT 2624** **Coding Systems II** **4SH**
 (Prerequisite: HIT 2614) This course is a continuation of the study of principles of ICD-9-CM coding; introduction to coding with Health Care Financing Administration's Common Procedure Coding System (HCPCS) with emphasis on Current Procedural Coding (CPT); and review of current reimbursement mechanisms. (3 hr lecture, 2 hr lab)
- HIT 2713** **Health Care Supervision** **3 SH**
 (Prerequisites: HIT 1114, 2123) This course includes basic principles of management and supervision with emphasis on the health information setting. (3 hr lecture)
- HIT 2811** **Performance Improvement Techniques** **1 SH**
 (Prerequisite: HIT 2123) This course covers principles of performance improvement techniques in health care facilities; trends in utilization and risk management; the use of quality monitors in the health information department. (1 hr lecture)
- HIT 2912** **Computers in Health Care** **2 SH**
 (Prerequisite: HIT 1123) This course is an overview of computer use in health care facilities with emphasis on applications for health information services. (2 hr lecture)

HEATING AND AIR CONDITIONING TECHNOLOGY

- ACT 1124** **Basic Compression Refrigeration** **4 SH**
 An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. (2 hr lecture, 4 hr lab)
- ACT 1133** **Tools and Piping** **3 SH**
 Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. (2 hr lecture, 2 hr lab)
- ACT 1214** **Controls** **4 SH**
 Fundamentals of gas, fluid, electrical, and programmable controls. (2 hr lecture, 4 hr lab)
- ACT 1314** **Refrigeration System Components** **4 SH**
 An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. (2 hr lecture, 4 hr lab)
- ACT 1432** **Refrigerant Recovery and Lubricants** **2 SH**
 Practical applications of refrigerants and lubricants according to the EPA standards. Includes recovery, recycling, and disposal. (1 hr lecture, 2 hr lab)
- ACT 1714** **Electricity for HVAC** **4 SH**
 Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. (2 hr lecture, 4 hr lab)

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| ACT 1812 | Professional Service Procedures | 2 SH |
| Business ethics necessary to work with the employer and customer. Includes résumé, record keeping, and service contracts. (1 hr lecture, 2 hr lab) | | |
| ACT 2146 | Heat Pump Certification Preparation | 6 SH |
| The history of heat pump design, early application and operating principles. Gain information needed to take the R.S.E.S. heat pump certification exam. (6 hr lecture) | | |
| ACT 2324 | Commercial Refrigeration | 4 SH |
| A study of various commercial refrigeration systems. Includes installation, servicing, and maintaining systems. (2 hr lecture, 4 hr lab) | | |
| ACT 2414 | Air Conditioning I | 4 SH |
| Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. (2 hr lecture, 4 hr lab) | | |
| ACT 2424 | Air Conditioning II | 4 SH |
| (Prerequisite: ACT 2414) An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. (2 hr lecture, 4 hr lab) | | |
| ACT 2433 | Refrigerant, Retrofit, and Regulations | 3 SH |
| Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local, and state codes. (2 hr lecture, 2 hr lab) | | |
| ACT 2513 | Heating Systems | 3 SH |
| Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. (2 hr lecture, 2 hr lab) | | |
| ACT 2624 | Heat Load and Air Properties | 4 SH |
| Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. Introduction is provided to air testing instruments and computer usage. (2 hr lecture, 4 hr lab) | | |
| ACT 2913 | Special Project in HVACR | 3 SH |
| (Prerequisite: Consent of instructor) A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab) | | |
| ACT 2926 | Supervised Work Experience in HVACR | 6 SH |
| (Prerequisite: Consent of instructor) This course is a cooperative program between industry and education. It is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. (18 hr externship) | | |

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY CULINARY ARTS TECHNOLOGY OPTION

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| CUT 1114 | Culinary Principles I | 4 SH |
| (Prerequisite: HRT 1213) Fundamentals of food preparation and cookery, emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces and farinaceous items. (2 hr lecture, 4 hr lab) | | |
| CUT 1124 | Culinary Principles II | 4 SH |
| (Prerequisite: CUT 1114) Advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery, emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces and farinaceous items. (2 hr lecture, 4 hr lab) | | |
| CUT 1134 | Principles of Baking | 4 SH |
| (Prerequisite: CUT 1124) Fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, and cakes, cookies, and quick breads; and use and care of equipment. (2 hr lecture, 4 hr lab) | | |
| CUT 1514 | Garde—Manger | 4 SH |
| (Prerequisite: CUT 1124) Provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. Explores the various duties of the modern garde—manger. (2 hr lecture, 4 hr lab) | | |
| CUT 2223 | Menu Planning and Facilities Design | 3 SH |
| The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 hr lecture) | | |

This program continued on next page.

- CUT 2244 Dining Room Management 4 SH**
Management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. Covers French, American, Russian, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 hr lecture, 2 hr lab)
- CUT 2314 American Regional Cuisine 4 SH**
(Prerequisites: CUT 1124, CUT 1134, CUT 1513 or by permission of instructor) Exploration of the American Cuisine concept empathizing freshness, season, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (2 hr lecture, 4 hr lab)
- CUT 2424 International Cuisine 4 SH**
(Prerequisites: CUT 1124, CUT 1134, CUT 1514 or by permission of instructor)) A study of cuisines of the world. Emphasis is on the use of authentic ingredients, methods, and terminology. (2 hr lecture, 4 hr lab)
- CUT 2926 Supervised Work Experience 6 SH**
(Prerequisite: Consent of Instructor) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (18 hr supervised work experience)

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION TRAVEL AND TOURISM MANAGEMENT TECHNOLOGY OPTION

- HRT 1111 Leadership Development I 1 SH**
Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)
- HRT 1121 Leadership Development II 1 SH**
Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)
- HRT 1123 Hospitality and Tourism Industry 3 SH**
An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. (3 hr lecture)
- HRT 1213 Sanitation and Safety 3 SH**
Basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the environmental control application through the prevention of food-borne illnesses, cleaning materials and procedures, general regulations, food processing methods, first aid, and fire prevention. (3 hr lecture)
- HRT 1223 Restaurant and Catering Operations 3 SH**
Principles of organizing and managing a food and beverage operation. (3 hr lecture)
- HRT 1413 Rooms Division Management 3 SH**
A systematic approach to rooms division management in the hospitality industry including front office management and housekeeping operations. (3 hr lecture)
- HRT 1813 The Professional Tour Guide 3 SH**
Activities associated with organizing, booking, and conducting escorted tours. (3 hr lecture)
- HRT 1823 The Travel Agency 3 SH**
A detailed exploration of travel agency operation to include physical structure, staffing needs, client needs, legal implications, interaction with travel and lodging, and accreditation. (3 hr lecture)
- HRT 1833 Travel and Tourism Geography 3 SH**
Location, climate, currency, port and entry, and form of governments in various countries around the world. Exercises involve itinerary planning, knowledge of time zones, and familiarity of the countries' natural, cultural, and entertainment attractions. (3 hr lecture)
- HRT 2111 Leadership Development III 1 SH**
Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

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| HRT 2121 | Leadership Development IV | 1 SH |
| Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture) | | |
| HRT 2233 | Food and Beverage Control | 3 SH |
| Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost controls, and computer applications. (3 hr lecture) | | |
| HRT 2613 | Hospitality Supervision | 3 SH |
| Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 hr lecture) | | |
| HRT 2623 | Hospitality Management | 3 SH |
| Principles of hospitality management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 hr lecture) | | |
| HRT 2713 | Marketing Hospitality Services | 3 SH |
| Practical sales techniques for selling to targeted markets and developing strategic marketing plans for hospitality and tourism operations. (3 hr lecture) | | |
| HRT 2843 | Seminar in Travel and Tourism | 3 SH |
| Simulations of activities related to travel and tourism including reservation tasks and services. (3 hr lecture) | | |
| HRT 2853 | Convention and Meeting Planning | 3 SH |
| Planning, promotion, and management of meetings, conventions, and exposition planning. (3 hr lecture) | | |
| HRT 2916 | Supervised Work Experience | 6 SH |
| (Prerequisite: Consent of instructor) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (18 hr supervised work experience) | | |
| HRT 2926 | Supervised Work Experience | 6 SH |
| (Prerequisite: Consent of instructor) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (18 hr supervised work experience) | | |

INTERPRETER TRAINING TECHNOLOGY

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| IDT 1113 | Introduction to Interpreting | 3 SH |
| Define interpreting terms, list and discuss RID code of ethics, placement of interpreters in various settings, discuss environmental factors which are considered in assignments, describe the assessment and certification process. (3 hr lecture) | | |
| IDT 1123 | Psycho-Social Aspects of Deafness | 3 SH |
| This course will provide students with knowledge in types of communication problems resulting from deafness, ease in mixing with deaf persons, occupational trends for the deaf, causes and physiological aspects of deafness, and social barriers faced by deaf individuals. Deaf individuals and leaders in the community will be invited into the classroom to discuss these topics along with professionals working with the deaf in various situations. (3 hr lecture) | | |
| IDT 1131 | Expressive and Receptive Fingerspelling | 1 SH |
| This course will develop beginning expressive and receptive fingerspelling skills based on word and phrase recognition principles. Fingerspelling is an important part of communicating. (1 hr lecture) | | |
| IDT 1143 | Foundations of Deafness | 3 SH |
| This course is designed for IDT majors, teachers, and counselors. Emphasis will be on history of deafness, trends and issues in education of the deaf, the deaf community and its culture. (3 hr lecture) | | |
| IDT 1164 | American Sign Language I | 4 SH |
| (Co-requisite: ENG 1113) A developmental course - meaning that the student (whatever his or her competency level at the beginning of the course) is expected to grow continuously throughout the semester. The student will develop a high degree of familiarity with and a respect for the usage of the basic principles of ASL through nonverbal communication techniques, eye training, and fingerspelling. Student will also, through discipline and instruction, be introduced to the basic patterns of American Sign Language (ASL). (3 hr lecture, 2 hr lab) | | |
| IDT 1173 | Transliterating I | 3 SH |
| (Prerequisite: IDT 1164) Studies the skills required to transmit English into a manual code and visa versa. Introduces a variety of manual codes and their relationship to American Sign Language. (3 hr lecture) | | |

This program continued on next page.

- IDT 1174** **American Sign Language II** **4 SH**
 (Prerequisite: IDT 1164) An introduction to Sign Language idioms and English idioms. This course will introduce ways to expressing English idioms in signs and also the vocabulary for the sign language idioms. Continuation of building student's sign language vocabulary is a primary interest of this course. Deaf resource persons, video tapes and other related materials will be included. (3 hr lecture, 2 hr lab)
- IDT 1193** **Orientation to Deafness** **3 SH**
 This course is designed for students majoring in interpreting for the deaf, teachers, teachers' aides, and school counselors, etc. Review of a normal mechanism of speech and hearing and how they are affected by hearing loss. Emphasis on the history of deafness, trends in deaf education, and the deaf community and its culture. (3 hr lecture)
- IDT 2123** **American Sign Language III** **3 SH**
 (Prerequisite: IDT 1174) An advanced level course in American Sign Language. An expansion of sign vocabulary to include English and Deaf idioms and their proper use in both languages. Concentration will be given toward proficiency in both ASL and methods of simultaneous translating for hearing-impaired people who communicate in various forms of manual English. Increased emphasis will be placed on the development of native-like fluency. Instruction is through conversational techniques incorporating additional principles and vocabulary items. (3 hr lecture)
- IDT 2153** **Interpreting in Special Situations** **3 SH**
 This course includes lectures and observation of interpreters in various settings: educational, legal, medical, religious, and social work. Visits to schools for the deaf, clubs for the deaf, interpreters' meetings and workshops, and other possible contacts involving deaf individuals and interpreters. Reports of each observation will be required. (3 hr lecture)
- IDT 2163** **Sign-to-Voice Interpreting** **3 SH**
 (Prerequisite: IDT 2123) Classroom work giving verbatim translations and reversing materials. There is an emphasis on the use of tapes and simulated situations. Vocabulary development, word endings, and use of temporary signs are discussed. The student will learn to translate simultaneously from manual to spoken English, learn to interpret from ASL into spoken English, acquire skill in reading and translating the manual alphabet, and become skilled in interpreting from various forms of manual communication into appropriate English diction. (3 hr lecture)
- IDT 2173** **Interpreting** **3 SH**
 (Prerequisites: IDT 1164, 1174) Accuracy and clarity in expressive interpreting at a speed of 80 - 125 WPM, a receptive ability in understanding intent and content of a deaf speaker using ASL. Role play in actual experiences. (3 hr lecture)
- IDT 2183** **Transliterating II** **3 SH**
 (Prerequisites: IDT 1164, 1173, 1174) Further studies the skills to transmit English into a manual code and visa versa. Introduces other sign English codes and how they relate to American Sign Language. (3 hr lecture)
- IDT 2223** **Educational Interpreting** **3 SH**
 (Prerequisites: IDT 1164, 1174, 2123) Studies techniques and ethics involved in educational interpreting, focusing on special settings, code of ethics, physical arrangements and resources for interpreters. (3 hr lecture)
- IDT 2263** **Sign to Voice Interpreting II** **3 SH**
 (Prerequisites: IDT 1164, 1174, 2123, 2163) The student will work to develop advanced voicing skills from both Signed English and American Sign Language. Video-taped and live projects will be completed. (3 hr lecture)
- IDT 2313** **Linguistics of American Sign Language** **3 SH**
 (Prerequisite: IDT 1174) A course to examine the structural grammatical principles of American Sign Language and expand skill in comprehension and expression of ASL. Study of the culture and values of the Deaf Community will begin and information about language will be presented with emphasis on comparison of ASL and English. The content of this course will assist in the process of text analysis which will result in quality interpretation of ASL and English. (3 hr lecture)
- IDT 2323** **Artistic Interpreting** **3 SH**
 (Prerequisite: Approval of Instructor) Study of the principles and techniques of artistic interpreting including literary and musical works. (3 hr lecture)
- IDT 2333** **Legal Interpreting** **3 SH**
 (Prerequisite: Approval of Instructor) This is a preparation course for legal interpreting. The student will learn to anticipate settings, assess linguistic systems, determine and study specialized vocabulary, identify problems and apply ethical solutions, and practice interpreting legal texts. (3 hr lecture)

IDT 2343 Multi-Cultural Aspects of Hearing Impairment 3 SH
 (Prerequisite: Approval of Instructor) A study of the deaf community of the United States. Emphasis will be placed on hearing impairment, educational, political, and cultural aspects. Independent research and individual student projects will be required. (3 hr lecture)

IDT 2353 Etymology for Interpreters 3 SH
 (Prerequisite: Approval of Instructor) A course dealing with fundamentals of language building for interpreters of the deaf. Topics to be covered will include idioms, language/vocabulary building skills, informal language, dictionary skills, verb versatility, contextual clues, multiple meanings, multiple signs, and manual communication signs. (3 hr lecture)

IDT 2424 Interpreting Practicum 4 SH
 (Prerequisite: Approval of Instructor) Application of interpreting/transliterating skills in a minimum of three supervised, approved practicum sites. All contact hours will be verifiable and direct observation will be administered by practicum supervisor. (1 hr lecture, 9 hrs. supervised work experience)

LANDSCAPE MANAGEMENT TECHNOLOGY (1+1)

HLT 1114 Plant Materials I 4 SH
 A survey of common ornamental plants used in landscaping including deciduous and evergreen trees, shrubs, vines, ground covers, annuals and perennials. Includes instruction in basic classification, identification procedures, identifying characteristics, maintenance, and use of the plants in a horticulture setting. (2 hr lecture, 4 hr lab)

HLT 1124 Plant Materials II 4 SH
 A continuation of Plant Materials I with an emphasis on foliage, interior and flowering plants. (2 hr lecture, 4 hr lab)

HLT 1222 Horticulture Principles 2 SH
 A course designed to provide an overview of current Green Industry events, job opportunities in the industry and specific landscape and horticulture related topics. (2 hr lecture)

HLT 1411 Leadership Management I 1 SH
 This course develops an awareness of interpersonal skills essential for job success. Topics include: self-image, team building, leadership skills, time and stress management, and human resource management. (2 hr lab)

HLT 1421 Leadership Management II 1 SH
 (Prerequisite: HLT 1411) This course develops an awareness of interpersonal skills essential for job success. Topics include: self-image, team building, leadership skills, time and stress management, and human resource management. (2 hr lab)

HLT 1431 Leadership Management III 1 SH
 (Prerequisite: HLT 1421) This course develops an awareness of interpersonal skills essential for job success. Topics include: self-image, team building, leadership skills, time and stress management, and human resource management. (2 hr lab)

HLT 1441 Leadership Management IV 1 SH
 (Prerequisite: HLT 1431) This course develops an awareness of interpersonal skills essential for job success. Topics include: self-image, team building, leadership skills, time and stress management, and human resource management. (2 hr lab)

HLT 1513 Landscape Design I 3 SH
 An introduction to the concepts, principles and elements of landscape design. Includes instruction and practice in the use of drawing instruments, supplies, and conducting a site analysis. (1 hr lecture, 4 hr lab)

HLT 1614 Landscape Equipment Operation and Maintenance 4 SH
 A course to provide instruction and practice in the safe, proper operation and maintenance of landscaping equipment to include hand tools, small engines, and tractors and tractor attachments. (2 hr lecture, 4 hr lab)

HLT 1813 Turfgrass Management 3 SH
 A course to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrasses. (2 hr lecture, 2 hr lab)

HLT 2113 Ornamental and Turf Pest Management 3 SH
 Provides instruction and practice in the identification and control of ornamental and turf pests and diseases. Includes instruction in pest identification, pesticide use and safety, and legal aspects of pest control. (2 hr lecture, 2 hr lab)

HLT 2124 Landscape Maintenance and Weed Control 4 SH
 A course to provide instruction and practice in the maintenance of trees, shrubs, and other green scape features. Includes instruction in the use of herbicides and other weed control measures. (2 hr lecture, 4 hr lab)

This program continued on next page.

- HLT 2313 Landscape Business Management 3 SH**
A course to provide instruction and practice regarding the management of a landscape operation. Includes instruction in: estimating and bidding; personnel management, supervision, development; and business practices. (3 hr lecture)
- HLT 2523 Landscape Design II 3 SH**
(Prerequisite: HLT 1513) A continuation of Landscape Design I with emphasis on planting design, preparation and presentation of landscape plans using computer-aided landscape software. (1 hr lecture, 4 hr lab)
- HLT 2713 Landscape Construction 3 SH**
A course which provides instruction and practice in the installation of a landscape plan to include site preparation, installation of site amenities, bed preparation and planting, and shrub and tree planting. (1 hr lecture, 4 hr lab)
- HLT 2813 Ornamental and Turf Pest Management 3 SH**
(Prerequisite: Consent of Instructor) Provides instruction and practice in the identification and control of ornamental and turf pests and diseases. Includes instruction in pest identification, pesticide use and safety, and legal aspects of pest control. (2 hr lecture, 2 hr lab)
- HLT 2824 Irrigation and Lighting Systems 4 SH**
(Prerequisite: HLT 1513) A course to investigate the types of irrigation/lighting systems. Discussion will include the installation and maintenance of these systems. (2 hr lecture, 4 hr lab)
- HLT 2913 Special Problems in Landscaping Management Technology 3 SH**
(Prerequisite: Consent of instructor) A course designed to provide the student with application of skills and knowledge gained in other vocational-technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)
- HLT 2923 Internship in Landscaping Management Technology 3 SH**
(Prerequisite: Minimum 12 SCH Landscape Management courses or consent of instructor) A course to allow students to apply skills and knowledge gained through the Landscape Management program in a job setting with a selected landscape business. (320 hours minimum on the job work hours.)

MARKETING MANAGEMENT TECHNOLOGY GENERAL MARKETING MANAGEMENT TECHNOLOGY OPTION REAL ESTATE TECHNOLOGY OPTION

- MMT 1113 Marketing I 3 SH**
Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. (3 hr lecture)
- MMT 1123 Marketing II 3 SH**
(Prerequisite: MMT 1113) A continuation of MMT 1113. (3 hr lecture)
- MMT 1313 Salesmanship 3 SH**
Basic principles and techniques of salesmanship and their practical application. Topics include basic tenets of psychology as related to the selling field, motivating the customer to buy, closing a sale, how to lose a sale and still keep a good customer, and producing good customer relations and a good selling environment. (2 hr lecture, 2 hr lab)
- MMT 1323 Advertising 3 SH**
The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. (2 hr lecture, 2 hr lab)
- MMT 1413 Merchandising 3 SH**
Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. (3 hr lecture)
- MMT 1711 Marketing Seminar I 1 SH**
Develops leadership skills and human relations skills necessary for success in the field of marketing management. Outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2 hr lab)
- MMT 1721 Marketing Seminar II 1 SH**
Develops leadership skills and human relations skills necessary for success in the field of marketing management. Outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2 hr lab)

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| MMT 1731 | Marketing Seminar III | 1 SH |
| Develops leadership skills and human relations skills necessary for success in the field of marketing management. Outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2 hr lab) | | |
| MMT 1741 | Marketing Seminar IV | 1 SH |
| Develops leadership skills and human relations skills necessary for success in the field of marketing management. Outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2 hr lab) | | |
| MMT 2173 | Sales Management | 3 SH |
| Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training, and motivating salesmen. (3 hr lecture) | | |
| MMT 2213 | Management | 3 SH |
| A study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and control. (3 hr lecture) | | |
| MMT 2233 | Human Resource Management | 3 SH |
| Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, employer-employee relationships, and employee services. (3 hr lecture) | | |
| MMT 2243 | Marketing Management Decision Making | 3 SH |
| The study of effective marketing management decision making through case study analysis. (2 hr lecture, 2 hr lab) | | |
| MMT 2423 | Retail Management | 3 SH |
| Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. (2 hr lecture, 2 hr lab) | | |
| MMT 2513 | Entrepreneurship | 3 SH |
| Study of the development of a product or services idea and the creation of an organization to further its growth. (2 hr lecture, 2 hr lab) | | |
| MMT 2713 | Principles of Real Estate | 3 SH |
| A survey of the problems involved in the acquisition, transfer, operation, and management of real estate. (3 hr lecture) | | |
| MMT 2723 | Real Estate Law | 3 SH |
| The law of real property and the law of estate brokerage. (3 hr lecture) | | |
| MMT 2733 | Real Estate Sales | 3 SH |
| A study of the methods and techniques employed by real estate salespersons in the sale and promotion of real estate. (3 hr lecture) | | |
| MMT 2743 | Real Estate Appraisal | 3 SH |
| Methods, procedures, and evaluation techniques of appraising commercial and residential real property under various conditions. (3 hr lecture) | | |
| MMT 2763 | Real Estate Practice | 3 SH |
| (Prerequisite: Six semester hours in real estate to include Principles of Real Estate) This course is designed to provide instruction to the student on techniques inherent to developing a successful real estate career. Emphasis will be placed on basic knowledge skills and the development of a real estate practice. (3 hr lecture) | | |
| MMT 2773 | Commercial Real Estate Finance | 3 SH |
| A survey course of construction lending and investment property financing including risk management strategies, legal concepts in commercial real estate transactions, the commercial real estate loan process, and basic formulas used in real estate investment analysis. (3 hr lecture) | | |
| MMT 2783 | Residential Mortgage Lending | 3 SH |
| A survey course including the mortgage lending process, governmental regulations and compliance issues involved in interviewing mortgage loan applicants, and the processing of loan applications. (3 hr lecture) | | |
| MMT 2916 | Internship In Marketing | 6 SH |
| (Prerequisite: All courses as scheduled) Advanced course in concepts, terminology, and theory of Marketing Management Technology with direct application. The student will be placed in a work environment and required to solve problems encountered there. (18 hr externship) | | |

MEDICAL ASSISTING TECHNOLOGY

- MET 1112** **Introduction to Medical Assisting** **2 SH**
Introduces the student in health occupations education programs to basic principles of human behavior and to application of the personalized approach to the delivery of health care. Basic interpersonal communication concepts and techniques are emphasized. (2 hr lecture)
- MET 1213** **Medical Terminology** **3 SH**
This course is a study of medical language relating abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. (3 hr lecture)
- MET 1314** **Medical Business Practices** **4 SH**
(Prerequisite: CPT 1114) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hand situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgment, act independently, and cope with interruptions. (3 hr lecture, 2 hr lab)
- MET 1323** **Medical Transcription** **3 SH**
(Co-requisites: CPT 1114, MET 1213) This course includes concepts in medical dictation and word processing in health care facilities; transcribing techniques and practice in transcribing basic medical reports; and application of medical transcription standards in a medical transcription center. (2 hr lecture, 2 hr lab)
- MET 1413** **Clinical Procedures I** **3 SH**
(Co-requisites: MET 1213, 1713) The purpose of this course is to introduce the student to clinical skills. This course also provides students with opportunities to practice and demonstrate proficiency in the procedures listed in AAMA/AMA DACUM Analysis. (2 hr lecture, 2 hr lab)
- MET 1513** **Medical Law and Ethics** **3 SH**
Medical Ethics; medical acts; legal relationship of physician and patient; legal responsibilities of medical assistant; and professional liability. (3 hr lecture)
- MET 1713** **Pharmacology For Medical Assisting** **3 SH**
This course is designed for the medical assistant working outside the hospital setting. The text reflects current and commonly used practices, procedures, medication, and drug preparation. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. (3 hr lecture)
- MET 2423** **Clinical Procedures II** **3 SH**
(Prerequisite: MET 1413) This course is a continuation of Clinical Procedures I. (2 hr lecture, 2 hr lab)
- MET 2432** **Clinical Review** **2 SH**
(Prerequisite: MET 2915) A review of all areas covered during clinical experience through Externship. (2 hr lecture)
- MET 2524** **Medical Insurance** **4 SH**
To acquaint the student with different types of insurance, including Unemployment Compensation, disability, Worker's Compensation or industrial insurance, federal Medicare, state Medicaid, Medicare-Medicaid, group plans such as Blue Cross and Blue Shield, and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Practical approach to insurance billing; basic medical and insurance abbreviations, and terminology will be presented. (3 hr lecture, 2 hr lab)
- MET 2614** **Medical Laboratory for Medical Assistants** **4 SH**
Techniques of the clinical laboratory to include competent use of the microscope, understanding of the theory and knowledge of the common laboratory tests performed in the physician's office, and accuracy in performing laboratory tests and reporting results. (3 hr lecture, 2 hr lab)
- MET 2916** **Externship** **6 SH**
(Prerequisite: Successful completion of all freshman and 1st semester sophomore courses is required.) This course includes supervised experience in medical offices to provide student with a comprehensive application of knowledge and skills in front office procedures, and clinical skills to include clinical laboratory procedures, examination room techniques, pharmacology, radiology, and medical records. (18 hr clinical)

MEDICAL LABORATORY TECHNOLOGY

- MLT 1111** **Fund of Med Lab Tech/Phlebotomy** **1 SH**
The course includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. It also includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. (2 hr lab)

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| MLT 1212 | Urinalysis/Body Fluids | 2 SH |
| This course is an introduction to urinalysis and laboratory analysis of miscellaneous body fluids. It includes the basic principles of routine and special urine tests, and specimen examination through laboratory work. Theory and test profiles are also presented for miscellaneous body fluids with correlation to diseased states. (1 hr lecture, 2 hr lab) | | |
| MLT 1313 | Hematology I | 3 SH |
| This course is a study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling. (2 hr lecture, 2 hr lab) | | |
| MLT 1324 | Hematology II | 4 SH |
| (Prerequisite: MLT 1313) This course includes the study of abnormal cell morphology and disease involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. (2 hr lecture, 4 hr lab) | | |
| MLT 1413 | Immunology/Serology | 3 SH |
| This course includes basic principles of serology/immunology, theory and performance of routine serology tests. (2 hr lecture, 2 hr lab) | | |
| MLT 1515 | Clinical Chemistry | 5 SH |
| (Prerequisites: CHE 1211, 1213) This course is the study of human biochemistry as an aid in the diagnosis of disease processes. It includes chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. (3 hr lecture, 4 hr lab) | | |
| MLT 2424 | Immunohematology | 4 SH |
| (Prerequisite: MLT 1413) This course includes collection, processing, storage, and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, cross-matching, antibody detection, identification, and investigation of hemolytic disease of the newborn. (2 hr lecture, 4 hr lab) | | |
| MLT 2612 | Parasitology | 2 SH |
| This course covers the morphology, physiology, life cycles, and epidemiology of human pathogenic parasites. Identification of the parasites from human material is also included. (1 hr lecture, 2 hr lab) | | |
| MLT 2614 | Pathogenic Microbiology | 4 SH |
| (Prerequisites: BIO 2921, 2923) Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. (2 hr lecture, 4 hr lab) | | |
| MLT 2711 | MLT Seminar | 1 SH |
| (Prerequisites: MLT 1111, 1213, 1313, 1324, 1413, 1515, 2424, 2714) This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students will select and present a case study. Recognition of the importance of employability skills after graduation is included. (2 hr lab) | | |
| MLT 2713 | Certification Fundamentals for MLT | 3 SH |
| (Prerequisites: MLT 1111, 1213, 1313, 1324, 1413, 1515, 2424, 2612, 2714) This course is an in-depth study and review of material covered in the MLT curriculum. Designed to prepare students for the national registry/certifying exams. (3 hr lecture) | | |
| MLT 2916 | Clinical Practice I | 6 SH |
| (Prerequisites: MLT core courses) Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. (18 hr clinical) | | |
| MLT 2926 | Clinical Practice II | 6 SH |
| (Prerequisite: MLT 2916) A continuation of Clinical Practice I. (18 hr clinical) | | |
| MLT 2936 | Clinical Practice III | 6 SH |
| (Prerequisite: MLT 2926) A continuation of Clinical Practice II. (18 hr clinical) | | |

PARALEGAL TECHNOLOGY

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| LET 1113 | Legal Systems and Terminology | 3 SH |
| This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. (3 hr lecture) | | |

This program continued on next page.

- LET 1213 Legal Research 3 SH**
(Prerequisite: LET 1113) This course is an introduction to basic sources of law and the methods of legal research, including ethics. (2 hr lecture, 2 hr Lab)
- LET 1313 Wills and Estates 3 SH**
(Prerequisite: LET 1113) This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. (3 hr lecture)
- LET 1513 Family Law 3 SH**
This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. (3 hr lecture)
- LET 1713 Legal Writing 3 SH**
(Prerequisite: LET 1213) This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. (2 hr lecture, 2 hr lab)
- LET 2313 Civil Litigation 3 SH**
(Prerequisite: LET 1713) This course is an evaluation of the litigation process. Emphasis is on the structure of the Mississippi Court System and gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses using ethical standards. (2 hr lecture, 2 hr Lab)
- LET 2323 Torts 3 SH**
(Prerequisite: LET 1113) This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages, remedies, and ethics. (3 hr lecture)
- LET 2453 Real Property I 3 SH**
(Prerequisite: LET 1113) This course is an introduction to real property law including ownership and transfer, employing ethics. (2 hr lecture, 2 hr Lab)
- LET 2463 Real Property II 3 SH**
(Prerequisite: LET 2453) Examine legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract. (2 hr lecture, 2 hr lab)
- LET 2523 Administrative Law and Bankruptcy 3 SH**
(Prerequisite: LET 1113) This course is an introduction to the field of administrative and public law with emphasis on powers and procedure and governmental agencies. The introduction of federal bankruptcy statutes and various types of bankruptcy forms will also be included. (3 hr lecture)
- LET 2633 Paralegal Skills and Applications 3 SH**
(Prerequisite: LET 1113) This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analyzation, and an overview of law office management. (3 hr lecture)
- LET 2923 Internship for Paralegals 3 SH**
(Prerequisite: LET 1213) Supervised practical experience in private law firms, courts, government offices and agencies, corporations or trust departments of banks. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (135 clock hours)

PHYSICAL THERAPIST ASSISTANT TECHNOLOGY

- PTA 1111 PTA Practicum I 1 SH**
(Prerequisite: Admission to Physical Therapist Assistant Program) This course is designed to provide the student with extended observational time with limited participation in physical therapy activities. The student has the opportunity to gain a knowledge of the health care delivery system and physical therapy's place within that system. (3 hr clinical)
- PTA 1121 PTA Practicum II 1 SH**
(Prerequisite: Admission to Physical Therapist Assistant Program) This course is designed to provide the student with extended observational time with limited participation in physical therapy activities. The student has the opportunity to gain a knowledge of the health care delivery system and physical therapy's place within that system. (3 hr clinical)
- PTA 1123 Fundamental Concepts of Physical Therapy 3 SH**
(Prerequisite: Admission to Physical Therapist Assistant Program) This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced. (3 hr lecture)

- PTA 1125** **Therapeutic Modalities I** **5 SH**
 (Pre/Co-requisites: PTA 1123, 1213, 1314, 1324) This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, electrotherapy, cryotherapy, phototherapy, and mechanotherapy. Emphasis will be placed on the techniques of application, indications, and contraindications of modalities. (3 hr lecture, 4 hr lab)
- PTA 1213** **Fundamental Skills for Physical Therapist Assistants** **3 SH**
 (Prerequisite: PTA 1123) This course provides a knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning and transfers, postural analysis, body mechanics, length and girth measurement, gait training, aseptic techniques, dressing, and bandaging. First aid and emergency techniques will also be covered. (2 hr lecture, 2 hr lab)
- PTA 1314** **Kinesiology** **4 SH**
 (Pre/Co-requisites: PTA 1123, 1213.) This course studies individual muscles and muscle functions, biomechanical principles of joint motion and gait patterns, and goniometry. (3 hr lecture, 2 hr lab)
- PTA 1324** **Therapeutic Exercise and Rehabilitation I** **4 SH**
 (Pre/Co-requisites: PTA 1123, 1213, 1314.) This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercise are correlated with specific conditions. Manual muscle testing is also introduced. This course focuses on rehabilitation techniques in the treatment of a variety of selected disabling conditions. Emphasizes specialized exercise procedures. (3 hr lecture, 2 hr lab)
- PTA 2235** **Therapeutic Modalities II** **5 SH**
 (Pre/Co-requisites: PTA 1123, 1125, 1213, 1314, 1324, 2413) This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contraindications of modalities are also discussed. (3 hr lecture, 4 hr lab)
- PTA 2333** **Therapeutic Exercise and Rehabilitation II** **3 SH**
 (Pre/Co-requisites: PTA 1123, 1213, 1224, 1314, 1324, 1413) This course is a continuation of the theory, principles, and techniques of therapeutic exercise; the techniques of goniometric, sensory, and gross manual muscle testing as applied to muscle weakness and restriction; principles of prosthetics and orthotics; functional training; and other techniques. (1 hr lecture, 4 hr lab)
- PTA 2413** **Clinical Education I** **3 SH**
 (Prerequisites: Core Physical Therapist Assistant courses) This course offers progressive supervised clinical experiences in applying the skills and modality procedures which prepare students for entry into the Physical Therapy profession. (1 hr seminar, 8 hr clinical)
- PTA 2424** **Clinical Education II** **4 SH**
 (Prerequisites: Core Physical Therapist Assistant courses) This course offers progressive supervised clinical experiences in applying the skills and modality procedures which prepare students for entry into the Physical Therapy profession. (16 hr clinical)
- PTA 2433** **Clinical Education III** **3 SH**
 (Prerequisites: Core Physical Therapist Assistant courses) This course offers progressive supervised clinical experiences applying the skills and modality procedures which prepare students for entry into the Physical Therapy profession. (12 hr clinical)
- PTA 2443** **Clinical Education IV** **3 SH**
 (Prerequisites: Core Physical Therapist Assistant courses) This course offers progressive supervised clinical experiences in applying the skills and modality procedures which prepare students for entry into the Physical Therapy profession. (12 hr clinical)
- PTA 2513** **Medical Conditions and Related Pathology** **3 SH**
 (Pre/Co-requisites: PTA 1123, 1224, 1314, 1324, 1413) This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is on etiology, pathology, and clinical picture of diseases studied. Possible physical therapy procedures in each disability are discussed. (3 hr lecture)
- PTA 2523** **Physical Therapy Seminar** **3 SH**
 (Pre/Co-requisites: PTA 1224, 1314, 1324, 1413) This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included. (3 hr lecture)

POSTAL MANAGEMENT TECHNOLOGY

- PMT 1113** **History and Organization of Postal Service** **3 SH**
 Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international level. Special attention to current postal service. (3 hr lecture)

This program continued on next page.

- PMT 1123** **Employee and Labor Relations** **3 SH**
 Emphasis on laws and practices of labor management, current status and problems, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, E.E.O., safety and health, and personnel problems. (3 hr lecture)
- PMT 1133** **Finance** **3 SH**
 Emphasis on revenues, control of revenues, operational efficiency, facilities and ancillary functions, such as office services, administrative services, accounting and storage and distribution. (3 hr lecture)
- PMT 2113** **Mail Processing** **3 SH**
 Emphasis on overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large amounts of mail within standard commitments in a cost effective manner. (3 hr lecture)
- PMT 2123** **Customer Services** **3 SH**
 Postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. (3 hr lecture)
- PMT 2133** **Postal Problem Analysis** **3 SH**
 Postal problems for which the student must use system analysis, problem solving grids, and decisions by objectives to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives and solutions; and analyze and test alternatives decided upon as possible objective solutions. (3 hr lecture)
- PMT 2213** **Postal Management Seminar I** **3 SH**
 This course provides for a wide range of topics related to Postal Management which are not otherwise included in the curricula. (3 hr lecture)
- PMT 2223** **Postal Management Seminar II** **3 SH**
 (Prerequisite: PMT 2213) This course is a continuation of Postal Management Seminar I. (3 hr lecture)

QUALITY ASSURANCE TECHNOLOGY INSPECTION AND TESTING OPTION

- QAT 1113** **Introduction to Quality Assurance** **3 SH**
 This course will familiarize the student with quality assurance and quality control concepts as they apply to the inspector's position. The use and understanding of the various codes, standards, specifications and other regulatory documents are emphasized and integrated with the total quality concept. (2 hr lecture, 2 hr lab)
- QAT 1213** **Statistical Process Control** **3 SH**
 Detailed treatment of industrial statistics as applied to quality control. Frequency distribution, dispersion, probability, sampling process chart, and correlation are discussed. (2 hr lecture, 2 hr lab)
- QAT 1313** **Drawings and Specifications** **3 SH**
 This course provides the student with the basic concepts needed to read, understand, and interpret process and industrial drawings and specifications as required to plan or perform inspection and testing activities. (2 hr lecture, 2 hr lab)
- QAT 1413** **Inspection and Testing Technology** **3 SH**
 This course will provide the student with a basic foundation of knowledge and skills common to most Quality Control and Nondestructive Testing disciplines covering both classroom and laboratory training. (2 hr lecture, 2 hr lab)
- QAT 1513** **Properties of Materials** **3 SH**
 This course will provide the student with the necessary knowledge of materials to perform testing and inspection activities. Practical experience will be gained through laboratory training. (2 hr lecture, 2 hr lab)
- QAT 1713** **Sampling Principles and Metrology** **3 SH**
 A course to provide skills necessary to use principles of sampling and inspection based on MIL-STD-414 in receiving and final inspection. Additionally, course will provide the skills necessary for the working technician to calibrate measurement tools and instruments. (2 hr lecture, 2 hr lab)
- QAT 2114** **Nondestructive Testing I** **4 SH**
 (Prerequisite: QAT 1413) A course to provide the skills necessary to perform nondestructive testing using Liquid Penetrant, Magnetic Particle, Ultrasonic, and Radiographic equipment. (3 hr lecture, 2 hr lab)

- QAT 2124** **Nondestructive Testing II** **4 SH**
(Prerequisite: QAT 2114) Continued classroom and laboratory instruction designed to develop skills and knowledge in methods and procedures for nondestructive testing. The major emphasis of the course will be on the radiographic and ultrasonic testing methods. (3 hr lecture, 2 hr lab)
- QAT 2213** **Fundamentals of Inspection Techniques** **3 SH**
(Prerequisite: QAT 1413) This course provides the skills necessary to function as an inspector in a wide variety of manufacturing and service organizations. (2 hr lecture, 2 hr lab)
- QAT 2324** **Reliability and Auditing** **4 SH**
A course to provide the skills necessary to perform as a reliability testing technician and as an internal auditor of quality systems. (3 hr lecture, 2 hr lab)
- QAT 2613** **Practical Statistical Methods-Computer Applications** **3 SH**
(Prerequisite: QAT 1213, CPT 1114) A course to provide the skills necessary for using computers in analyzing statistical data from quality systems. (2 hr lecture, 2 hr lab)
- QAT 2913** **Special Project** **3 SH**
(Prerequisite: Consent of instructor) A course to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)
- QAT 2926** **Work-Based Learning in QAT** **6 SH**
(Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in QAT courses) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (18 hr externship)

RADIO AND TELEVISION PRODUCTION AND BROADCASTING TECHNOLOGY

- MDT 1113** **Introduction to Radio and Television Production** **3 SH**
A basic history and theory class concerning the role of communication systems in our society. Discussion of job characteristics and opportunities will be emphasized. Field trips will also be used in instruction. (3 hr lecture)
- MDT 1213** **Operation and Maintenance of AV Equipment** **3 SH**
This course involves troubleshooting, 16mm motion picture projector, filmstrips, overhead projectors, cameras, editing machines, slide projectors. (2 hr lecture, 2 hr lab)
- MDT 1244** **Introduction to Mass Communication** **4 SH**
The historical development of man's dissemination of information and the social and economic impact of the media are discussed. (4 hr lecture)
- MDT 1314** **Fundamentals of Television Production** **4 SH**
A laboratory and lecture course where the student will learn the operation of a television studio. (2 hr lecture, 4 hr lab)
- MDT 1323** **Electronics for Media** **3 SH**
This course is designed for the student whose curriculum requires a knowledge of electronics. The course content encompasses a broad spectrum which includes DC circuits, AC circuits, electronic media and consumer electronics. (2 hr lecture, 2 hr lab)
- MDT 2234** **Instructional Graphics** **4 SH**
This course deals with developing visual materials including dry mount, lamination, stencil lettering, ink lettering, and overhead transparencies. (2 hr lecture, 2 hr lab)
- MDT 2243** **Cataloging Non-Print Material** **3 SH**
The student will learn basic fundamentals in cataloging non-print material. (2 hr lecture, 2 hr lab)
- MDT 2324** **Intermediate Television Production** **4 SH**
A laboratory and lecture course where the student will learn the operations of a television control room. (2 hr lecture, 4 hr lab)
- MDT 2334** **Advanced Television Production** **4 SH**
This course will allow the student to produce original television production. Direction, production, layout and organization will be stressed. (1 hr lecture, 6 hr lab)
- MDT 2414** **Fundamentals of Audio Production** **4 SH**
The student will learn the theory of audio taping as well as actual production. A discussion of the different types of equipment used in audio production will also be emphasized. (1 hr lecture, 6 hr lab)

This program continued on next page.

- MDT 2424** **Editing** **4 SH**
 (Prerequisite: MDT 2324) Student projects are emphasized and include basic principles, procedures, and techniques of TV and Radio production. Creativity in various productions includes audio production, film editing, and floor management. (3 hr lecture, 2 hr lab)
- MDT 2513** **Principles of Photography** **3 SH**
 Use of photography as a communication medium. Principles of picture taking and darkroom techniques are emphasized. (2 hr lecture, 4 hr lab)

RADIOGRAPHY TECHNOLOGY (RADIOLOGIC TECHNOLOGY)

- RGT 2932** **Radiography Technology Program & Registration** **32 SH**
 (Prerequisites: (1) Receipt of an official Radiography Technology program completion document and proof of CAHEA/JRCERT accreditation from the hospital, school, or agency awarding the diploma; (2) Receipt of an official document from the American Registry of Radiologic Technologists.) A course designation which will be used as the mechanism for recording program course credit for a graduate of a CAHEA/JRCERT accredited radiographic tech program who also is registered by the American Registry of Radiologists.

RELATED STUDIES (TECHNICAL)

- RST 1013** **Learning to Learn** **3 SH**
 Learning to Learn: Critical Thinking Skills for a Quality Workforce is a national training program created by the American Society for Training and Development to help employees and future employees (students) at all levels and all ages to think more analytically, to learn more thoroughly and effectively and to be more productive. It teaches individuals how to incorporate the basic skills of successful learners into their own learning and thinking behavior. (3 hr lecture)
- RST 1623** **Technical Mathematics i (Algebra)** **3 SH**
 (Prerequisite: MAT 1203 or 1 unit of high school algebra or Instructor approval) Algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Topics are taught using practical applications drawn from the various technical fields. (3 hr lecture)
- RST 1633** **Technical Mathematics ii (Trigonometry)** **3 SH**
 (Prerequisite: RST 1623 or equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the j-operator, binomial expansion, progressions. Topics are taught using practical applications drawn from the various technical fields. (3 hr lecture)
- RST 2113** **Internship Work Experience I** **3 SH**
 (Prerequisite: Sophomore standing and Instructor approval) This course provides the opportunity for paid supervised work experience related to the chosen career field. In most cases, students must arrange for their own employment. (9 hr supervised work experience)
- RST 2123** **Internship Work Experience ii** **3 SH**
 (Prerequisite: RST 2113) This course is a continuation of Internship Work Experience I. (9 hr supervised work experience.)
- RST 2213** **Independent Technical Studies i** **3 SH**
 (Prerequisite: Sophomore standing and Instructor approval) This course provides the opportunity for independent study related to the chosen career field under limited supervision and guidance from an instructor. (6 hr lab)
- RST 2223** **Independent Technical Studies ii** **3 SH**
 (Prerequisite: RST 2213) This course is a continuation of Independent Technical Studies I. (6 hr lab)
- RST 2313** **Technical Studies Seminar i** **3 SH**
 (Prerequisite: Sophomore standing and Instructor approval) This course provides the opportunity for a wide range of technical topics to be pursued by instructors and students which may not otherwise appear in the existing curricula. (3 hr lecture)
- RST 2323** **Technical Studies Seminar II** **3 SH**
 (Prerequisite: RST 2313) This course is a continuation of Technical Studies Seminar I. (3 hr lecture)
- RST 2414** **Technical Physics i (Mechanics, Fluids, Heat & Sound)** **4 SH**
 (Co-requisite: RST 1623 or equivalent) Physical laws of mechanics, fluids, heat and sound with topics taught using practical applications drawn from the various technical fields. (3 hr lecture, 2 hr lab)
- RST 2424** **Technical Physics ii (Light, Electricity & Magnetism)** **4 SH**
 (Prerequisite: RST 2414 or equivalent) Physical laws of light, electricity, magnetism and modern physics with topics taught using practical applications drawn from the various technical fields. (3 hr lecture, 2 hr lab)

RESPIRATORY CARE TECHNOLOGY

| | | |
|--|---|-------------|
| RCT 1114 | Respiratory Care Science | 4 SH |
| (Prerequisites: BIO 2511, 2513, 2521, 2523) This course is designed to introduce the student respiratory care practitioner to fundamental elements important to the delivery of health care in a safe, efficient, and professional manner. The holistic approach to patient care will be emphasized. (3 hr lecture, 2 hr lab) | | |
| RCT 1213 | Patient Assessment and Planning | 3 SH |
| This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. (2 hr lecture, 2 hr lab) | | |
| RCT 1313 | Cardiopulmonary Anatomy and Physiology | 3 SH |
| (Prerequisites: BIO 2511, 2513, 2521, 2523) This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. (3 hr lecture) | | |
| RCT 1322 | Pulmonary Function Testing (PFT) | 2 SH |
| (Prerequisite: RCT 1313) This course is an introduction to pulmonary function technique and testing equipment. (1 hr lecture, 2 hr lab) | | |
| RCT 1416 | Respiratory Care Technology I | 6 SH |
| This course is a study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning, and basic life support. (2 hr lecture, 8 hr lab) | | |
| RCT 1424 | Respiratory Care Technology II | 4 SH |
| (Prerequisite: RCT 1416) This course is a continuation of Respiratory Care Technology I. It is a study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. (3 hr lecture, 2 hr lab) | | |
| RCT 1516 | Clinical Practice I | 6 SH |
| (Prerequisites: BIO 2511, 2513, 2521, 2523, RCT 1114, 1213, 1313, 1416, 1612) Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. (18 hr clinical) | | |
| RCT 1524 | Clinical Practice II | 4 SH |
| (Prerequisite: RCT 1516) In this course, students rotate through various respiratory care sub-specialty areas for evaluation of competency and performance of respiratory care procedures. It is a review of all aspects of respiratory care. (12 hr clinical) | | |
| RCT 1612 | Respiratory Care Pharmacology | 2 SH |
| This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. (2 hr lecture) | | |
| RCT 2333 | Cardiopulmonary Pathology | 3 SH |
| (Prerequisite: RCT 1313) This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress (3 hr lecture) | | |
| RCT 2435 | Respiratory Care Technology III | 5 SH |
| (Prerequisite: RCT 1524) This course is a study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. (3 hr lecture, 4 hr lab) | | |
| RCT 2534 | Clinical Practice III | 4 SH |
| (Prerequisites: RCT 1524) In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. (12 hr clinical) | | |
| RCT 2548 | Clinical Practice IV | 8 SH |
| (Prerequisites: RCT 1516, 1524, 2534) This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. (24 hr clinical) | | |
| RCT 2613 | Neonatal/Pediatrics Management | 3 SH |
| (Prerequisites: RCT 1416, 1424. Co-requisite RCT 2435) This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary birth defects, neonatal and pediatric disease process, and the mode of treatment. (3 hr lecture) | | |
| RCT 2714 | Respiratory Care Seminar | 4 SH |
| (Prerequisite: RCT 1524) This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. (2 hr lecture, 4 hr lab) | | |

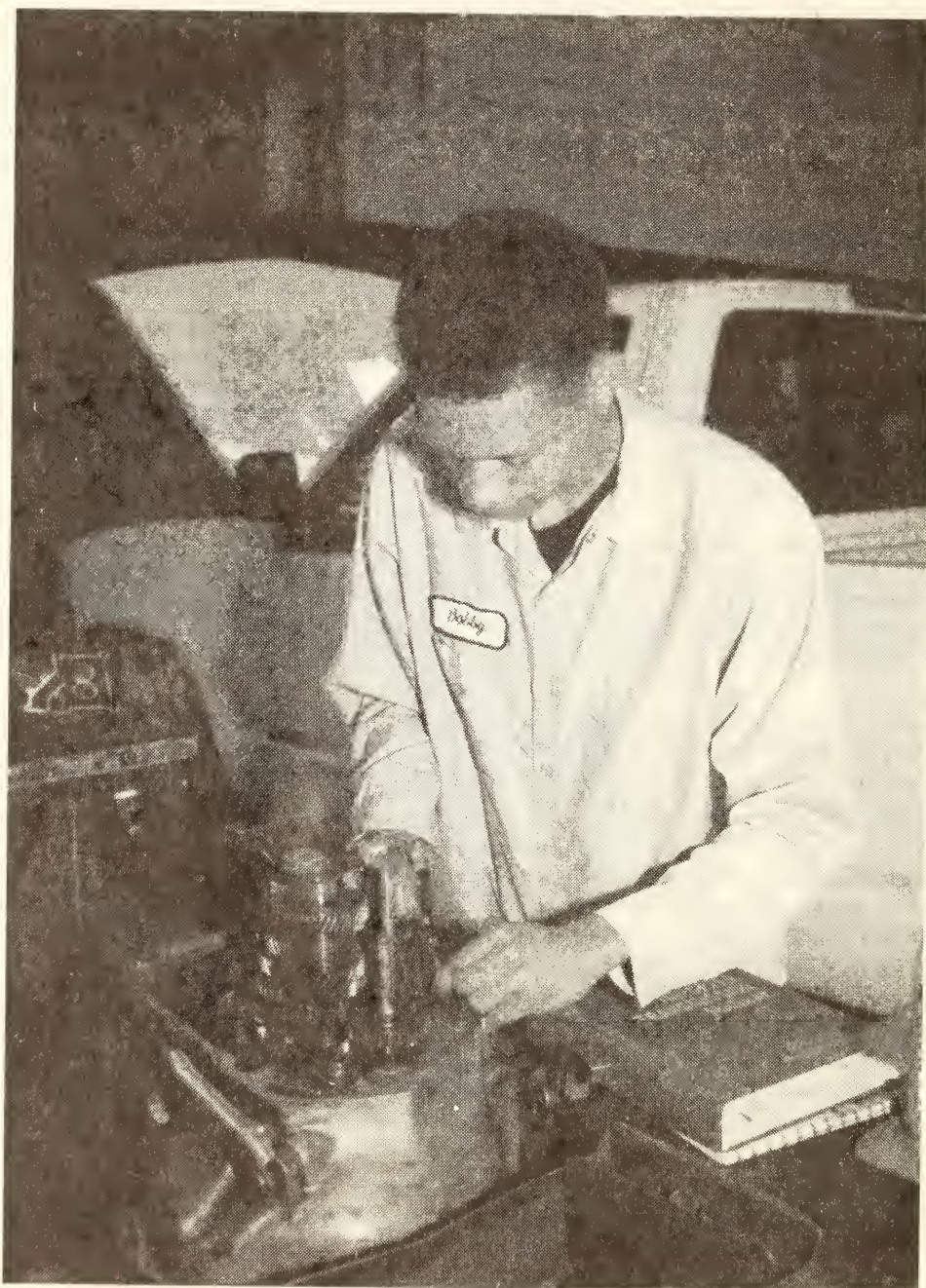
SURGICAL TECHNOLOGY

- SUT 1113** **Fundamentals of Surgical Technology** **3 SH**
This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. (3 hr lecture)
- SUT 1216** **Principles of Surgical Technique** **6 SH**
This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. (2 hr lecture, 8 hr lab)
- SUT 1314** **Surgical Anatomy** **4 SH**
Emphasis placed on structure and function of the human body as it is related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. (3 hr lecture, 2 hr lab)
- SUT 1413** **Surgical Microbiology** **3 SH**
Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. (3 hr lecture)
- SUT 1518** **Basic and Related Surgical Procedures** **8 SH**
(Prerequisites: CPR-C Certification, SUT 1113, 1216, 1314, 1413) This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. (4 hr lecture, 12 hr clinical)
- SUT 1528** **Specialized Surgical Procedures** **8 SH**
(Prerequisites: CPR-C Certification, SUT 1113, 1216, 1314, 1413) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; and plastic. This course requires clinical experience in area hospital surgical suites and related departments. (4 hr lecture, 12 hr clinical)
- SUT 1538** **Advanced Surgical Procedures** **8 SH**
(Prerequisites: SUT 1518, 1528) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites, and related departments, and a comprehensive final examination. (4 hr lecture, 12 hr clinical)

VETERINARY TECHNOLOGY (1+1)

- VAT 1424** **Surgical and Hospital Techniques II** **4 SH**
Surgical and Hospital Techniques II is the study and practical application of basic clinical and hospital techniques required of the veterinary technician. Subjects include pharmacology, animal nutrition, radiology, patient management and client instructions and office procedures. (3 hr lecture, 2 hr lab)
- VAT 1513** **Animal Parasites and Diseases** **3 SH**
Animal Parasites and Diseases includes the study of etiology, symptoms, pathology, transmission, duration, prognosis, prevention, and general knowledge of common parasites and diseases of farm animals and pets. (3 hr lecture)
- VAT 1613** **Clinical Pathology** **3 SH**
Clinical Pathology is the study and practical application of veterinary diagnostic aids. The course includes hematology, blood chemistries, serology, urinalysis, fecal analysis, and organ function test. (2 hr lecture, 2 hr lab)
- VAT 2174** **Laboratory Animals** **4 SH**
(Prerequisite: Successful completion of first year's work) The Veterinary Technician student will rotate through the Laboratory Animal Unit of the College of Veterinary Medicine. Maintenance of health laboratory animals to include proper nutrition, husbandry and handling will be emphasized.
- VAT 2184** **Internship** **4 SH**
(Prerequisite: Successful completion of first year's work at HCC and all rotations at MSU-CVM) A Veterinary Technician student will be required to complete one 4-week preceptorship with an APPROVED veterinary practice or laboratory animal facility. The internship provides hands-on experience in a small animal, mixed animal, large animal or laboratory animal facility.
- VAT 2214** **Small Animal Health Assessment Service** **4 SH**
(Prerequisite: Successful completion of first year's work) This rotation will require active participation in the management of small animal cases, to include the business aspects of the practice environment and the delivery of health maintenance programs associated with a small animal clinical service.

- VAT 2224** **Small Animal Medicine** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Small Animal Unit of the Animal Health Center under the direct supervision of internal medicine faculty. The student will participate in the receiving, analysis, and management of patients referred for medical care.
- VAT 2234** **Large Animal Clinic** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Food Animal and Equine Units of the Large Animal Clinic under the direct supervision of large animal clinical faculty. The student will participate in the receiving, analysis and management of food animal and equine patients referred for medical or surgical care.
- VAT 2244** **Field Services** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Field Services Unit of the Animal Health Center under the direct supervision of large animal clinical faculty. The student will participate in problem analysis, case management and development of health maintenance programs for populations of animals.
- VAT 2254** **Small Animal Surgery** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Small Animal Surgery Unit of the Animal Health Center under the direct supervision of surgical faculty, and will participate in all aspects of patient preparation, patient management, operating room set up, and surgical equipment and supply preparation.
- VAT 2264** **Anesthesia** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Anesthesia Services of the Animal Health Center under the direct supervision of faculty in anesthesia. Responsibilities include preoperative evaluation of patients, selection of appropriate anesthetic protocols, induction of anesthesia, maintenance of anesthesia, monitoring of anesthesia, anesthetic recovery of patients and post-operative management.
- VAT 2274** **Radiology** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Radiology Services of the Animal Health Center under the direct supervision of faculty radiologists. Responsibilities include positioning animals for radiographs. The student is also responsible for participation in ultrasound diagnostic and radiotherapy procedures.
- VAT 2284** **Laboratory Services** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Diagnostic Laboratory of the Animal Health Center under the direct supervision of the Diagnostic Services faculty. Responsibilities include collection of laboratory samples, conducting laboratory analysis in clinical pathology, parasitology and bacteriology.
- VAT 2294** **Pharmacy Service/Necropsy** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the pharmacy of the Animal Health Center under the direct supervision of a registered pharmacist, and will also rotate through the Necropsy Service of the Diagnostic Laboratory under the direct supervision of a faculty pathologist.



VI

Vocational Programs and Course Descriptions

ONE-YEAR AND TWO-YEAR VOCATIONAL CERTIFICATE PROGRAMS

| PROGRAM TITLE (Major) | JACKSON | | | | | |
|---|---------|------|-----|-----|-----|-----|
| | ATC | NAHC | RAN | RAY | UTI | VWC |
| Automotive Electronics Technology | | | | X | | |
| Automotive Machinist | | | | X | | |
| Automotive Technology | | | | X | X | |
| Automotive Vehicles and Accessories Marketing | | | | X | | |
| Barber/Stylist | | | | X | X | |
| Barbering Instructor Training | | | | | X | |
| Brick, Block and Stonemasonry | | | | X | X | |
| Clothing and Textiles Services | | | | | X | |
| Collision Repair Technology | | | | X | X | |
| Communications Electronics Repair Technology | | | | X | | |
| Cosmetology | | | | | X | |
| Cosmetology Instructor Training | | | | | X | |
| Diesel Equipment Technology | | | | X | | |
| Electrical Technology | | | | X | | X** |
| Food Production and Management | | | | | X | |
| Graphic and Printing Communications | | | | X | | |
| Industrial Drafting | | | | X | | |
| Industrial Maintenance Trades | | | | | X | |
| Machine Shop Technology | | | | X | | |
| Meat Merchandising | | | | X | | |
| Office Clerk/Hearing Impaired | | | | X | | |
| Plumbing and Pipefitting | | | X | | | |
| Practical Nursing | | X | | | | X |
| Residential Carpentry Technology | | | | X | X | |
| Welding and Cutting | | | | X | X | |

Note(s): 1. Remediation in basic and academic skills will be provided to students.

2. Courses with the phrase "Essential Skills for ..." in the course title contain the basic vocational skills necessary for success in the chosen occupational program of study. Although normally listed in the summer session preceding first year-first semester courses, in most cases the "Essential Skills" course may also be taken concurrent with other first semester courses. Those who have satisfactorily completed the related high school vocational program, or who otherwise demonstrate comparable proficiency, are exempt from taking the "Essential Skills" course.

3. Some programs permit new students to enroll at the beginning of either the fall semester (August or spring semester (January). In addition, several programs also permit new student enrollments at mid-semester (October, January and March) or during the summer (June).

4. Summer classes are not offered at all campus locations.

** This is a 1/2 time evening program only

AUTOMOTIVE ELECTRONICS TECHNOLOGY

Program Description: The Automotive Electronics Technology program provides classroom and laboratory instruction in automotive electronics operation and maintenance. Included is instruction in operation, diagnosis, and repair of electronics and computer controlled automotive systems.

Campus Location: Raymond - (601) 857-3492

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ATT 1114 | Electrical Systems | 2 | 4 | 0 | 4 |
| ATT 1213 | Brakes | 2 | 2 | 0 | 3 |
| ATT 1315 | Manual Drive Trans/Transaxles | 2 | 6 | 0 | 5 |
| TOTAL | | | | | 12 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| ATT 1414 | Basic Engine Performance | 2 | 4 | 0 | 4 |
| ATT 1513 | Basic Fuel Systems | 2 | 2 | 0 | 3 |
| ATT 1715 | Engine Repair | 2 | 6 | 0 | 5 |
| TOTAL | | | | | 12 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| AET 2224 | Electronic Concepts | 2 | 4 | 0 | 4 |
| AET 2314 | Sensors and Computer Concepts | 2 | 4 | 0 | 4 |
| AET 2621 | Passive Restraint Systems | 0 | 2 | 0 | 1 |
| ATT 2614 | Heating and Air Conditioning | 2 | 4 | 0 | 4 |
| TOTAL | | | | | 13 |
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| AET 2212 | Electronic Brake Systems | 1 | 2 | 0 | 2 |
| AET 2222 | Power Train Control Systems | 0 | 4 | 0 | 2 |
| AET 2633 | Electronic Ignition Systems | 2 | 2 | 0 | 3 |
| AET 2722 | Electronic Climate Control Systems | 1 | 2 | 0 | 2 |
| ATT 2535 | Computerized Engine Controls | 2 | 6 | 0 | 5 |
| TOTAL | | | | | 14 |
| COMPLETION AWARD: Vocational Certificate (Two Year) | | | | | 51 |

AUTOMOTIVE MACHINIST

Program Description: The Automotive Machinist Program provides instruction in the use of precision measuring instruments, hand tools, machines, and equipment. Covered are types and uses of hand, mechanical, power, and hydraulic tools, along with types of fluids, cutting oils, and coolants. Disassembly and inspection of automotive engines, resurfacing brake drums and rotors, basic engine balancing, and cylinder head rebuilding are included. Students receive instruction and practice in cylinder boring and submerged arc welding of crankshafts. The operations of the drill press and crankshaft grinder, along with a general knowledge of the milling machine, connecting rod rebuilding, and engine assembly, are also covered.

Campus Location: Raymond - (601) 857-3439

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| AUV 1116 | Fundamentals for Automotive Machinists | 2 | 8 | 0 | 6 |
| AUV 1216 | Cylinder Head Service | 2 | 8 | 0 | 6 |
| AUV 1913 | Special Problem in Auto Machinist | 0 | 6 | 0 | 3 |
| TOTAL | | | | | 15 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| AUV 1315 | Cylinder Block Service | 2 | 6 | 0 | 5 |
| AUV 1415 | Engine Assembly and Testing | 2 | 6 | 0 | 5 |
| AUV 1713 | Brake Rotor and Drum Machining | 1 | 4 | 0 | 3 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 31 |
| Approved Electives: | | | | | |
| AUV 1613 | Advanced Crankshaft Balance and Grinding | 1 | 4 | 0 | 3 |
| AUV 1923 | Supervised Work Experience | 0 | 0 | 9 | 3 |

AUTOMOTIVE TECHNOLOGY

Program Description: The Automotive Technology program is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and carburetors.

Campus Location(s): Raymond - (601) 857-3299 • Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ATT 1114 | Electrical Systems | 2 | 4 | 0 | 4 |
| ATT 1213 | Brakes | 2 | 2 | 0 | 3 |
| ATT 1315 | Manual Drive Trans/Transaxles | 2 | 6 | 0 | 5 |
| TOTAL | | | | | 12 |
| 2nd Semester | | | | | |
| ATT 1414 | Basic Engine Performance | 2 | 4 | 0 | 4 |
| ATT 1513 | Basic Fuel Systems | 2 | 2 | 0 | 3 |
| ATT 1715 | Engine Repair | 2 | 6 | 0 | 5 |
| TOTAL | | | | | 12 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| ATT 2325 | Automatic Transmissions/Transaxles | 3 | 4 | 0 | 5 |
| ATT 2524 | Comp Controlled Carburetion/Emissions Systems | 2 | 4 | 0 | 4 |
| ATT 2614 | Heating and Air Conditioning | 2 | 4 | 0 | 4 |
| TOTAL | | | | | 13 |
| 2nd Semester | | | | | |
| ATT 2334 | Steering and Suspension Systems | 2 | 4 | 0 | 4 |
| ATT 2343 | Wheel Alignment | 1 | 4 | 0 | 3 |
| ATT 2535 | Computerized Engine Controls | 2 | 6 | 0 | 5 |
| TOTAL | | | | | 12 |
| COMPLETION AWARD: Vocational Certificate (Two Year) | | | | | 49 |

AUTOMOTIVE VEHICLES AND ACCESSORIES MARKETING

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to receiving, stocking, selling and shipping merchandise in the automotive after-market. Included is the study of mathematical procedures related to business operation, computer based instruction on inventory control, engine theory and operation, automotive systems, the use of office machines, auto parts store management and customer relations. Specific training will enable the student to: ascertain the correct part required by the customer, advise the customer according to the description given, read various catalogs to determine the part number and price, measure engine parts, display merchandise, determine correct interchange parts, accept telephone orders and take inventory.

Campus Location: Raymond - (601) 857-3286

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|-----------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| AAV 1112 | Orientation and Safety Procedures | 2 | 0 | 0 | 2 |
| AAV 1126 | Operational Procedures | 3 | 6 | 0 | 6 |
| AAV 1214 | Power Train | 1 | 6 | 0 | 4 |
| AAV 1224 | Automotive Systems | 1 | 6 | 0 | 4 |
| TOTAL | | | | | 16 |
| 2nd Semester | | | | | |
| AAV 1316 | Catalog Information Systems | 3 | 6 | 0 | 6 |
| AAV 1322 | Merchandising | 1 | 2 | 0 | 2 |
| AAV 1414 | Internal Operations | 1 | 6 | 0 | 4 |
| AAV 1424 | Internal Sales | 1 | 6 | 0 | 4 |
| TOTAL | | | | | 16 |
| Summer Session | | | | | |
| AAV 1926 | Supervised Work Experience | 0 | 0 | 36 | 6 |
| TOTAL | | | | | 6 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 38 |

BARBER/STYLIST

Program Description: This program prepares Individuals to cut, shampoo, and style hair. Special attention is given to hygiene, safety, skin, scalp, diseases, and equipment sterilization. Included is the study of sales, business management, law, and customer relationships. Instruction qualifies students for the State Barber Board certification examination. To be admitted to this program, a person must have a high school diploma or GED equivalent, and/or must have demonstrated "Ability to Benefit" based on making appropriate scores on the *Test of Adult Basic Education Forms 7 and 8, Level A (TABE)*.

Campus Location(s): Raymond – (601) 857-3308 or 857-3500 • Utica – (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BAV 1118 | Basic Practices in Barbering | 2 | 18 | 0 | 8 |
| BAV 1218 | Elementary Practices in Barbering I | 2 | 18 | 0 | 8 |
| TOTAL | | | | | 16 |
| 2nd Semester | | | | | |
| BAV 1318 | Elementary Practices in Barbering II | 2 | 18 | 0 | 8 |
| BAV 1418 | Intermediate Practices in Barbering I | 2 | 18 | 0 | 8 |
| TOTAL | | | | | 16 |
| Summer Session | | | | | |
| BAV 1518 | Intermediate Practices in Barbering II | 2 | 18 | 0 | 8 |
| TOTAL | | | | | 8 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| BAV 1618 | Advanced Practices in Barbering | 2 | 18 | 0 | 8 |
| TOTAL | | | | | 8 |
| COMPLETION AWARD: Vocational Certificate | | | | | 48 |

BARBERING INSTRUCTOR TRAINING

Program Description: This program is designed to prepare students to become Barber Instructors. The program includes theory, methodology and techniques in hair cutting, styling, lectures, supervision and office work. Two years of experience as an active Licensed Barber or immediately upon completion of 1500 clock hours of Barber Training and passing of the Barber State Board Examination is required.

Campus Location: Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|----------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BAV 2218 | Barbering Instructor Training I | 5 | 25 | 0 | 8 |
| BAV 2228 | Barbering Instructor Training II | 5 | 25 | 0 | 8 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Vocational Certificate | | | | | 16 |

BRICK, BLOCK, AND STONEMASONRY TECHNOLOGY

Program Description: This program is designed to prepare students to lay bricks and/or blocks. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses using gauges, plumb-bobs, and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches, and fireplaces.

Campus Location(s): Raymond - (601) 857-3376 • Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|--|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| BBV 1115 | Brick and Block Laying | 1 | 8 | 0 | 5 |
| BBV 1215 | Masonry Construction | 1 | 8 | 0 | 5 |
| BBV 1223 | Masonry Math, Estimating and Blueprint Reading | 2 | 2 | 0 | 3 |
| BBV 1313 | Tools, Equipment, and Safety | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 16 |

| 1st Year | 2nd Semester | | | | |
|---|---------------------------------------|---|---|---|----|
| BBV 1425 | Advanced Block Laying | 1 | 8 | 0 | 5 |
| BBV 1525 | Advanced Bricklaying | 1 | 8 | 0 | 5 |
| | Approved Electives | | | | 6 |
| TOTAL | | | | | 16 |
| Approved Electives: | | | | | |
| BBV 1623 | Chimney and Fireplace Construction | 1 | 4 | 0 | 3 |
| BBV 1723 | Steps, Arches, and Brick Floor Paving | 1 | 4 | 0 | 3 |
| BBV 1913 | Special Problems in Masonry | 0 | 6 | 0 | 3 |
| BBV 1923 | Supervised Work Experience - Masonry | 0 | 0 | 9 | 3 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 32 |

CLOTHING AND TEXTILES SERVICES

Program Description: This program prepares individuals for entry level occupations concerned with clothing and textiles services, including but not limited to construction; fabric and fabric care; pattern design; principles of clothing construction and selection; fitting and alterations of ready-to-wear garments; custom tailoring; clothing maintenance; home furnishings; and textiles testing.

Campus Location: Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|-----------------------------------|-----|-----|-----|-----|
| 1st Year | | | | | |
| CTV 1114 | Garment Construction | 1 | 6 | 0 | 4 |
| CTV 1123 | Alterations | 1 | 4 | 0 | 3 |
| CTV 1213 | Fabric and Equipment Use and Care | 1 | 4 | 0 | 3 |
| CTV 1223 | Textiles | 2 | 2 | 0 | 3 |
| CTV 1233 | Fabric and Accessory Design | 1 | 4 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Semester | | | | | |
| CTV 1134 | Tailoring | 1 | 6 | 0 | 4 |
| CTV 1143 | Costume Design | 1 | 4 | 0 | 3 |
| CTV 1313 | Modeling and Grooming | 2 | 2 | 0 | 3 |
| CTV 1414 | Home Furnishings | 1 | 6 | 0 | 4 |
| TOTAL | | | | | 14 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 30 |

COLLISION REPAIR TECHNOLOGY

Program Description: Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetics, and structural repairs.

Campus Location: Raymond - (601) 857-3338 • Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|----------|-----------------------|-----|-----|-----|-----|
| 1st Year | | | | | |
| ABT 1213 | Welding and Cutting | 1 | 4 | 0 | 3 |
| ABT 1414 | Sheet Metal Repair | 2 | 4 | 0 | 4 |
| ABT 1313 | Refinishing I | 2 | 2 | 0 | 3 |
| ABT 1113 | Interior Trim Service | 1 | 4 | 0 | 3 |
| ABT 1123 | Electrical Systems | 1 | 4 | 0 | 3 |
| TOTAL | | | | | 16 |

This program continued on next page.

| 1st Year | | 2nd Semester | | | |
|---|-------------------------------------|---------------------|---|---|-----------|
| ABT 1423 | Structural Repair I | 1 | 4 | 0 | 3 |
| ABT 1133 | Glass Installation and Sealing | 1 | 4 | 0 | 3 |
| ABT 1324 | Refinishing II | 2 | 4 | 0 | 4 |
| ABT 2513 | Frame Repair I | 1 | 4 | 0 | 3 |
| ABT 2613 | Fiberglass and Plastic Repair | 1 | 4 | 0 | 3 |
| TOTAL | | | | | 16 |
| Summer Session | | | | | |
| ABT 2923 | Supervised Work Experience | 0 | 0 | 9 | 3 |
| TOTAL | | | | | 3 |
| 2nd Year | | 1st Semester | | | |
| ABT 2333 | Refinishing III | 1 | 4 | 0 | 3 |
| ABT 2434 | Structural Repair II | 2 | 4 | 0 | 4 |
| ABT 2524 | Frame Repair II | 1 | 6 | 0 | 4 |
| ABT 2713 | Collision Analysis and Estimation | 2 | 2 | 0 | 3 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 17 |
| Approved Electives: | | | | | |
| ABT 2813 | Shop Operations and Procedures | 2 | 2 | 0 | 3 |
| ABT 2913 | Special Problem in Collision Repair | 0 | 6 | 0 | 3 |
| COMPLETION AWARD: Vocational Certificate | | | | | 52 |

COMMUNICATIONS ELECTRONICS REPAIR TECHNOLOGY

Program Description: Communications Electronics Repair prepares individuals to assemble, install, operate and maintain communications equipment and systems; including one- and two-way communications systems, home entertainment systems, and other communications equipment. Instruction is included in the use and repair of the actual equipment.

Campus Location: Raymond – (601) 857-3317

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|-------------------------------------|---------------------|------------|------------|------------|
| 1st Year | | 1st Semester | | | |
| EET 1114 | DC Circuits | 2 | 4 | 0 | 4 |
| EET 1123 | AC Circuits | 2 | 2 | 0 | 3 |
| EET 1214 | Digital Electronics | 3 | 2 | 0 | 4 |
| EET 2414 | Electronic Communication | 2 | 4 | 0 | 4 |
| TOTAL | | | | | 15 |
| 1st Year | | 2nd Semester | | | |
| EET 1314 | Solid State Devices and Circuits | 2 | 4 | 0 | 4 |
| EET 2813 | Video Systems | 2 | 2 | 0 | 3 |
| CET 1113 | Satellite Systems | 1 | 4 | 0 | 3 |
| CET 2323 | Video Recording Systems Lab | 0 | 6 | 0 | 3 |
| CET 2823 | Video Systems Repair Lab | 0 | 6 | 0 | 3 |
| TOTAL | | | | | 16 |
| Summer Session | | | | | |
| CET 2223 | Diagnostics and Troubleshooting Lab | 0 | 6 | 0 | 3 |
| CET 2923 | Supervised Work Experience | 0 | 0 | 9 | 3 |
| TOTAL | | | | | 6 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 37 |

COSMETOLOGY

Program Description: This area is designed to prepare students for employment as cosmetologists. Emphasis is placed on theory and practice involving hair styling, tinting, bleaching, anatomy, physiology, hygiene, bacteriology, sterilization, sanitation, shampooing, permanents, personality, haircutting, scalp treatments, beauty salon management and wigology. Upon completion of this course, a student is given a certificate which entitles him/her to take the State Cosmetology Examination for a license to become a licensed operator to operate his/her own shop or work with others.

Campus Location: Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|-------------------------------|-----|-----|-----|-----------|
| 1st Year | 1st Semester | | | | |
| COV 1115 | Introduction To Cosmetology | 2 | 9 | 0 | 5 |
| COV 1213 | Cosmetology Theory I | 3 | 0 | 0 | 3 |
| COV 1311 | Scalp and Hair Care Treatment | 0 | 3 | 0 | 1 |
| COV 1322 | Hair Shaping and Styling | 0 | 7 | 0 | 2 |
| COV 1412 | Care and Styling of Wigs | 0 | 6 | 0 | 2 |
| TOTAL | | | | | 13 |
| 1st Year | 2nd Semester | | | | |
| COV 1223 | Cosmetology Theory II | 3 | 0 | 0 | 3 |
| COV 1332 | Permanent Waves | 0 | 6 | 0 | 2 |
| COV 1343 | Hair Coloring and Lightening | 0 | 9 | 0 | 3 |
| COV 1352 | Chemical Hair Relaxing | 0 | 6 | 0 | 2 |
| COV 1512 | Manicure and Pedicure | 0 | 6 | 0 | 2 |
| TOTAL | | | | | 12 |
| 2nd Year | 1st Semester | | | | |
| COV 1236 | Cosmetology Theory III | 6 | 0 | 0 | 6 |
| COV 1326 | Thermal Techniques | 0 | 6 | 0 | 2 |
| COV 1612 | Facials and Makeup | 0 | 6 | 0 | 2 |
| COV 1712 | Beauty Salon Management | 0 | 6 | 0 | 2 |
| TOTAL | | | | | 12 |
| COMPLETION AWARD: Vocational Certificate | | | | | 37 |

COSMETOLOGY INSTRUCTOR TRAINING

Program Description: This program is designed to prepare students to become Cosmetology Instructors. The program includes: theory, methodology and techniques in hair cutting, styling, lectures, supervision and office management. A student must complete seven hundred and fifty (750) clock hours of cosmetology instructor training and pass the State Board Examination.

Campus Location: Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|------------------------------------|-----|-----|-----|-----------|
| 1st Year | 1st Semester | | | | |
| COV 2118 | Cosmetology Instructor Training I | 3 | 27 | 0 | 8 |
| COV 2228 | Cosmetology Instructor Training II | 3 | 27 | 0 | 8 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Vocational Certificate | | | | | 16 |

DIESEL EQUIPMENT TECHNOLOGY

Program Description: The Diesel Equipment Technology Program is an instructional program that provides students with competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. It includes instruction in inspection, repair, and maintenance of engines, power trains, hydraulic systems, and other components. The curriculum is based upon the *ASE Certification for Medium/Heavy Truck Technician Training Programs*. This document serves as a national standard for certification of medium/heavy truck technician training programs.

Campus Location: Raymond - (601) 857-3424 or 857-3336

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|--------------------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| DET 1114 | Fundamentals of Equipment Mechanics | 2 | 4 | 0 | 4 |
| DET 1213 | Hydraulic Brake Systems | 1 | 4 | 0 | 3 |
| DET 1223 | Electrical/Electronic Systems | 1 | 4 | 0 | 3 |
| DET 1613 | Preventive Maintenance and Service | 1 | 4 | 0 | 3 |
| DET 1713 | Power Trains | 1 | 4 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Semester | | | | | |
| DET 1313 | Diesel Fuel Systems | 1 | 4 | 0 | 3 |
| DET 1513 | Hydraulics | 1 | 4 | 0 | 3 |
| DET 2324 | Computerized Engine Control Systems | 2 | 4 | 0 | 4 |
| DET 2623 | Advanced Brake Systems | 1 | 4 | 0 | 3 |
| DET 2813 | Air Conditioning and Heating Systems | 1 | 4 | 0 | 3 |
| TOTAL | | | | | 16 |
| Summer Session | | | | | |
| | Approved Elective | | | | 3 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 6 |
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| DET 1234 | Engine Rebuilding | 2 | 4 | 0 | 4 |
| DET 2244 | Engine Troubleshooting and Tune-Up | 2 | 4 | 0 | 4 |
| DET 2253 | Suspension and Steering Systems | 1 | 4 | 0 | 3 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 14 |
| Approved Electives: | | | | | |
| DET 2113 | Welding for DET | 1 | 4 | 0 | 3 |
| DET 2236 | Auxiliary Systems | 2 | 8 | 0 | 6 |
| DET 2523 | Fluid Power Trains | 1 | 4 | 0 | 3 |
| DET 2823 | Transport Refrigeration | 2 | 2 | 0 | 3 |
| DET 2913 | Special Project | 0 | 6 | 0 | 3 |
| DET 2923 | Supervised Work Experience | 0 | 0 | 9 | 3 |
| EET 1102 | Fundamentals of Electronics | 1 | 2 | 0 | 2 |
| COMPLETION AWARD: Vocational Certificate | | | | | 52 |

ELECTRICAL TECHNOLOGY

Program Description: The Electrical Technology program prepares individuals to install, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Campus Location: Raymond - (601) 857-3394

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|---|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| ELT 1102 | Fundamentals of Electricity | 1 | 2 | 0 | 2 |
| ELT 1113 | Residential/Light Commercial Wiring | 2 | 2 | 0 | 3 |
| ELT 1253 | Branch Circuit and Service Entrance Calculations | 2 | 2 | 0 | 3 |
| ELT 1263 | Blueprint Reading/Planning the Residential Installation | 2 | 2 | 0 | 3 |
| ELT 1273 | Switching Circuits | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 14 |

| 1st Year | | 2nd Semester | | | |
|--|---|--------------|---|---|-----------|
| ELT 1123 | Commercial and Industrial Wiring | 2 | 2 | 0 | 3 |
| ELT 1213 | Electrical Power | 2 | 2 | 0 | 3 |
| ELT 1283 | Estimating Cost of Residential Installation | 2 | 2 | 0 | 3 |
| ELT 1413 | Motor Control Systems | 2 | 2 | 0 | 3 |
| ELT 2913 | Special Project | 0 | 6 | 0 | 3 |
| TOTAL | | | | | 15 |
| Summer Session | | | | | |
| ELT 2923 | Supervised Work Experience | 0 | 0 | 9 | 3 |
| TOTAL | | | | | 3 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 32 |

FOOD PRODUCTION AND MANAGEMENT

Program Description: This program is designed to prepare individuals for employment in food service operations such as: hospitals, homes for the aged, homes for children, hotels, restaurants, schools, industrial cafeterias and other similar operations. Positions available after completion of the program are food preparation chefs, cooks, pastry chefs, bakers, food service managers, and more.

Campus Location: Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|--------------|-----|-----|-----------|
| 1st Year | | 1st Semester | | | |
| FPV 1113 | Math Principles Related to Food Services | 3 | 0 | 0 | 3 |
| FPV 1213 | Menu Planning and Cost Control | 2 | 2 | 0 | 3 |
| FPV 1313 | Equipment and Interior | 3 | 0 | 0 | 3 |
| FPV 1314 | Fast Foods | 2 | 4 | 0 | 4 |
| FPV 1413 | Purchasing and Storage | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 16 |
| 1st Year | | 2nd Semester | | | |
| FPV 1325 | Quantity Foods I | 2 | 6 | 0 | 5 |
| FPV 1513 | Catering Services | 2 | 2 | 0 | 3 |
| FPV 1613 | Front of the House Operations | 2 | 2 | 0 | 3 |
| FPV 1912 | Internship I | 0 | 0 | 6 | 2 |
| FPV 2613 | Demonstration Methods | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 16 |
| 2nd Year | | 1st Semester | | | |
| FPV 1124 | Food Service and Nutrition II | 2 | 4 | 0 | 4 |
| FPV 2813 | Food Service Management | 2 | 2 | 0 | 3 |
| FPV 2824 | Bakery Production and Management | 2 | 4 | 0 | 4 |
| FPV 2923 | Internship II | 0 | 0 | 9 | 3 |
| TOTAL | | | | | 14 |
| 2nd Year | | 2nd Semester | | | |
| FPV 2123 | Math For Management | 3 | 0 | 0 | 3 |
| FPV 2244 | Quantity Foods II | 2 | 4 | 0 | 4 |
| FPV 2523 | Catering Management | 2 | 2 | 0 | 3 |
| FPV 2714 | Applied Nutrition | 2 | 2 | 0 | 4 |
| FPV 2934 | Internship III | 0 | 0 | 12 | 4 |
| TOTAL | | | | | 18 |
| COMPLETION AWARD: Vocational Certificate (Two Year) | | | | | 64 |

GRAPHIC AND PRINTING COMMUNICATIONS

Program Description: This nine month certificate program provides instruction that should enable the student to enter the graphic arts field. Students should learn industry terminology, history, and theory. They should develop fundamental process skills in operations related to graphic and print design, pasteup and layout, film assembly, platemaking, press operations, and binding and finishing.

Campus Location: Raymond – (601) 857-3319

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|--|-----|-----|-----|-----------|
| 1st Year 1st Semester | | | | | |
| GPV 1212 | Overview of Graphic and Printing Communications | 1 | 2 | 0 | 2 |
| GPV 1314 | Paste-up and Layout | 2 | 4 | 0 | 4 |
| GPV 1514 | Process Camera and Darkroom | 2 | 4 | 0 | 4 |
| GPV 1524 | Film Assembly | 2 | 4 | 0 | 4 |
| GPV 1712 | Press Operations I | 1 | 2 | 0 | 2 |
| TOTAL | | | | | 16 |
| 1st Year 2nd Semester | | | | | |
| GPV 1414 | Graphic Design | 2 | 4 | 0 | 4 |
| GPV 1612 | Platemaking | 1 | 2 | 0 | 2 |
| GPV 1723 | Press Operations II | 2 | 2 | 0 | 3 |
| GPV 1814 | Binding and Finishing Operations | 2 | 4 | 0 | 4 |
| | Approved Elective | | | | 3 |
| TOTAL | | | | | 16 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 32 |
| Approved Electives: | | | | | |
| GPV 1733 | Press Operations III | 0 | 6 | 0 | 3 |
| GPV 1913 | Special Project in GVP Communications | 0 | 6 | 0 | 3 |
| GPV 1923 | Supervised Work Experience in GVP Communications | 0 | 6 | 0 | 3 |

INDUSTRIAL DRAFTING

Program Description: The Industrial Drafting curriculum prepares the student for employment in many drafting fields. The classroom training provides a foundation in basic drafting practices and advanced drafting techniques. The student will take advanced courses in architectural, civil, and computer aided drafting. The program provides a foundation in the standards being used in business and industry. Graduates of the Industrial Drafting program are employed as draftspersons/CAD operators in the following areas: architectural, civil, electrical, mechanical, consulting engineering, civil service, state highway, and general drafting. A grade of "C" must be maintained in each of the Industrial Drafting courses. Students who have grades below the required "C" must repeat the course.

Campus Location: Raymond - (601) 857-3418

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|------------------------------|--------------------------|-----|-----|-----|-----------|
| 1st Year 1st Semester | | | | | |
| DDT 1016 | Introduction to Drafting | 3 | 6 | 0 | 6 |
| DDT 1116 | Fundamentals of Drafting | 3 | 6 | 0 | 6 |
| DDT 1313 | Principles of CAD | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 15 |
| 1st Year 2nd Semester | | | | | |
| DDT 1133 | Machine Drafting I | 1 | 4 | 0 | 3 |
| DDT 1325 | Intermediate CAD | 2 | 6 | 0 | 5 |
| DDT 1615 | Architectural Design I | 2 | 6 | 0 | 5 |
| DDT 2163 | Machine Drafting II | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 16 |
| Summer Session | | | | | |
| DDT 2625 | Architectural Design II | 2 | 6 | 0 | 5 |
| TOTAL | | | | | 5 |

| 2nd Year | 1st Semester | | | | |
|--------------|--------------------------------------|---|---|---|-----------|
| DDT 1413 | Elementary Surveying | 1 | 4 | 0 | 3 |
| DDT 2345 | Advanced CAD | 2 | 6 | 0 | 5 |
| DDT 2423 | Mapping and Topography | 2 | 2 | 0 | 3 |
| DDT 2915 | Special Project or Approved Elective | 2 | 6 | 0 | 5 |
| TOTAL | | | | | 16 |

Approved Electives:

| | |
|----------|-----------------------------|
| DDT 2915 | Special Project |
| DDT 2926 | Supervised Field Experience |

COMPLETION AWARD: Vocational Certificate**52****INDUSTRIAL MAINTENANCE TRADES**

Program Description: This program is designed to prepare students for employment as maintenance personnel for various types of industries. It provides shop and classroom learning experiences in the areas of construction, electricity, instrumentation, plumbing, air conditioning, welding, fabrication, and custodial services. Students will also receive training in safety, supervision of a maintenance crew, repair-maintenance of various machinery, plumbing, physical structure, and electrical wiring and fixtures of commercial and industrial establishments in accordance with blueprints, manuals and building codes, using hand tools and carpenter, electrician and plumber's tools. Students will learn about special problems arising in maintenance.

Campus Location(s): Vicksburg-Warren County Branch (Evening only) (601) 638-0600 • Utica (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|-----------------------|---|-----|-----|-----|-----------|
| Summer Session | | | | | |
| IMV 1014 | Essential Skills for Industrial Maintenance Trades | 2 | 4 | | 4 |
| TOTAL | | | | | 4 |
| 1st Year | | | | | |
| 1st Semester | | | | | |
| IMV 1214 | Maintenance Welding and Metals I | 1 | 6 | | 4 |
| IMV 1314 | Maint. of Heating, Ventilating, and Air Conditioning I | 1 | 6 | | 4 |
| IMV 1414 | Industrial Maintenance Electricity I | 1 | 6 | | 4 |
| IMV 1513 | Structural Repair | 1 | 4 | | 3 |
| TOTAL | | | | | 15 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| IMV 1113 | Industrial Maintenance Plumbing | 1 | 4 | | 3 |
| IMV 1224 | Maintenance Welding and Metals II | 1 | 6 | | 4 |
| IMV 1324 | Maint. of Heating, Ventilating, and Air Conditioning II | 1 | 6 | | 4 |
| IMV 1424 | Industrial Maintenance Electricity II | 1 | 6 | | 4 |
| TOTAL | | | | | 15 |

COMPLETION AWARD: Vocational Certificate (One Year)**34****MACHINE SHOP TECHNOLOGY**

Program Description: This program is designed to prepare students for the beginning level of employment as machinists. Instruction involves making computations relating to work dimensions, tooling, feeds and speeds of machining. It also emphasizes benchwork, use of lathes, shapers, milling machines, grinders and drills; the use of precision measuring instruments, such as layout tools, micrometers and gauges; methods of machining various metals; blueprint reading; and the layout of machine parts. During the second year of the program, students will learn advanced machining processes which include basic and intermediate CNC programming, advanced machine shop math, advanced blueprint reading and surface grinding methods.

Campus Location: Raymond - (601) 857-3423

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|---------------------------|-----|-----|-----|-----------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| MST 1115 | Power Machinery I | 1 | 8 | 0 | 5 |
| MST 1313 | Advanced Shop Mathematics | 2 | 2 | 0 | 3 |
| MST 1413 | Blueprint Reading | 2 | 2 | 0 | 3 |
| MST 1613 | Precision Layout | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 14 |

This program continued on next page.

| 1st Year | 2nd Semester | | | | |
|--|---|---|---|----|-----------|
| MST 1125 | Power Machinery II | 1 | 8 | 0 | 5 |
| MST 1423 | Advanced Blueprint Reading | 2 | 2 | 0 | 3 |
| MST 2812 | Metallurgy | 1 | 2 | 0 | 2 |
| MST 2913 | Special Problem in Machine Shop | 0 | 6 | 0 | 3 |
| TOTAL | | | | | 13 |
| 2nd Year | 1st Semester | | | | |
| MST 2135 | Power Machinery III | 2 | 6 | 0 | 5 |
| MST 2714 | Computer Numerical Control Operations I | 3 | 2 | 0 | 4 |
| CPT 1113 | Fundamentals of Microcomputer Applications | 2 | 2 | 0 | 3 |
| DDT 1313 | Principles of Computer Aided Drafting (CAD) | 2 | 2 | 0 | 3 |
| TOTAL | | | | | 15 |
| 2nd Year | 2nd Semester | | | | |
| MST 2144 | Power Machinery IV | 2 | 4 | 0 | 4 |
| MST 2725 | Computer Numerical Control Operations II | 2 | 6 | 0 | 5 |
| MST 2926 | Supervised Work Experience | 0 | 0 | 18 | 6 |
| TOTAL | | | | | 15 |
| COMPLETION AWARD: Vocational Certificate (Two Year) | | | | | 57 |

MEAT MERCHANDISING

Program Description: The Meat Merchandising program is designed to prepare the student for entry level employment in the various related phases of processing, marketing, merchandising of meats, catering, and value-added products. Students are given an opportunity to master the skills necessary for success in meat merchandising, which includes slaughtering, chilling, aging, quartering, cutting and inspecting pork, beef, lamb, poultry, and fish.

Campus Location: Raymond - (601) 857-3340

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|-------------------------------------|-----|-----|-----|-----------|
| 1st Year | 1st Semester | | | | |
| MTV 1114 | Fundamentals of Meat Merchandising | 0 | 4 | 0 | 4 |
| MTV 1214 | Identification of Cuts | 0 | 4 | 0 | 4 |
| MTV 1224 | Preparation of Cuts | 0 | 4 | 0 | 4 |
| MTV 1234 | Merchandising of Meats | 0 | 4 | 0 | 4 |
| TOTAL | | | | | 16 |
| 1st Year | 2nd Semester | | | | |
| MTV 1314 | Pricing and Marketing Techniques I | 0 | 4 | 0 | 4 |
| MTV 1324 | Pricing and Marketing Techniques II | 0 | 4 | 0 | 4 |
| MTV 1414 | Meat Merchandising I | 0 | 4 | 0 | 4 |
| MTV 1424 | Meat Merchandising II | 0 | 4 | 0 | 4 |
| | Approved Elective* | 0 | 0 | 0 | 3 |
| TOTAL | | | | | 19 |
| Summer Session | | | | | |
| MTV 1514 | Catering and Value-Added Products | 0 | 4 | 0 | 4 |
| | Approved Elective* | 0 | 0 | 0 | 3 |
| TOTAL | | | | | 7 |
| * Approved Electives: | | | | | |
| MTV 1613 | Special Project | | | | |
| MTV 1623 | Supervised Work Experience | | | | |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 42 |

PLUMBING AND PIPEFITTING

Program Description: This program prepares a person for advanced placement in the plumbing, pipefitting, and related fields. The curriculum includes studies in drainage systems, domestic piping, plumbing fixtures, and gas piping. Advanced plumbing techniques including the sizing of various piping systems, blueprint reading and sketching, and boiler piping are studied. Actual hands-on study and applications are stressed.

Campus Location: Rankin - (601) 932-5237

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|--|---|-----|-----|-----|-----------|
| 1st Year 1st Semester | | | | | |
| PPV 1113 | Fundamentals of Plumbing/Pipefitting | 1 | 4 | 0 | 3 |
| PPV 1513 | Drainage and Sewer Systems | 1 | 4 | 0 | 3 |
| PPV 1612 | Heating Devices | 1 | 2 | 0 | 2 |
| PPV 1622 | Gas Piping | 1 | 2 | 0 | 2 |
| PPV 1712 | Domestic Piping | 0 | 4 | 0 | 2 |
| PPV 1722 | Plumbing Fixtures | 0 | 4 | 0 | 2 |
| PPV 1732 | Back Flow Cross Connection | 1 | 2 | 0 | 2 |
| TOTAL | | | | | 16 |
| 1st Year 2nd Semester | | | | | |
| PPV 1213 | Tacking and Burning | 1 | 4 | 0 | 3 |
| PPV 1313 | Blueprint Reading for the Piping Trades | 1 | 4 | 0 | 3 |
| PPV 1323 | Sketching | 1 | 4 | 0 | 3 |
| PPV 1411 | Low Pressure Boilers | 0 | 2 | 0 | 1 |
| PPV 1443 | Piping Level/Transit | 1 | 4 | 0 | 3 |
| PPV 1743 | Advanced Plumbing Lab | 1 | 4 | 0 | 3 |
| TOTAL | | | | | 16 |
| Approved Elective: | | | | | |
| PPV 1812 | Rigging and Signaling | 1 | 2 | 0 | 2 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 32 |

PRACTICAL NURSING

Program Description: The Practical Nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the substantial skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist. Students that complete the program requirements, as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure.

Campus Location(s): • Jackson Campus-Nursing/Allied Health Center - (601) 372-6507
• Vicksburg-Warren County Branch (601) 638-0600

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|------------------------------|--|-----|-----|-----|-----------|
| Summer Session | | | | | |
| PNV 1014 | Introduction to Practical Nursing (Optional) | 3 | 2 | 0 | 4 |
| TOTAL | | | | | 4 |
| 1st Year 1st Semester | | | | | |
| PNV 1113 | Basic Nutrition | 3 | 0 | 0 | 3 |
| PNV 1213 | Body Structure and Function | 2 | 2 | 0 | 3 |
| PNV 1312 | Growth and Development | 2 | 0 | 0 | 2 |
| PNV 1425 | Fundamentals of Nursing | 5 | 0 | 0 | 5 |
| PNV 1434 | Fundamentals of Nursing Lab | 0 | 0 | 8 | 4 |
| PVN 1412 | Geriatric Nursing | 1 | 3 | 0 | 2 |
| TOTAL | | | | | 19 |
| 1st Year 2nd Semester | | | | | |
| PNV 1513 | Pharmacology | 2 | 2 | 0 | 3 |
| PNV 1615 | Medical/Surgical Nursing I | 5 | 0 | 0 | 5 |
| PNV 1624 | Medical/Surgical Nursing Lab and Clinical I | 0 | 2 | 9 | 4 |
| PNV 1633 | Medical/Surgical Nursing II | 3 | 0 | 0 | 3 |
| PNV 1644 | Medical/Surgical Nursing Lab and Clinical II | 0 | 2 | 9 | 4 |
| TOTAL | | | | | 19 |

This program continued on next page.

Summer Session

| | | | | | |
|----------|------------------------|---|---|---|---|
| PNV 1717 | Maternal-Child Nursing | 4 | 0 | 9 | 7 |
| PNV 1813 | Psychiatric Concepts | 2 | 3 | 0 | 3 |
| PNV 1912 | Nursing Transition | 1 | 0 | 3 | 2 |

TOTAL**12****COMPLETION AWARD: Vocational Certificate (One Year)****50-54****RESIDENTIAL CARPENTRY TECHNOLOGY**

Program Description: This program is designed to prepare the student for entry level into the residential carpentry trade. It offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

Campus Location(s): Raymond (601) 857-3376 • Utica (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---------------------|----------------------------|------------|------------|------------|------------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| CAV 1116 | Foundations | 2 | 8 | 0 | 6 |
| CAV 1133 | Advanced Blueprint Reading | 2 | 2 | 0 | 3 |
| CAV 1216 | Framing I | 2 | 8 | 0 | 6 |
| TOTAL | | | | | 15 |

| | | | | | |
|---------------------|--------------------------------------|---|---|---|-----------|
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| CAV 1225 | Framing II | 1 | 8 | 0 | 5 |
| CAV 1315 | Interior Finishing and Cabinetmaking | 1 | 8 | 0 | 5 |
| CAV 1413 | Roofing | 1 | 4 | 0 | 3 |
| CAV 1513 | Exterior Finishing | 1 | 4 | 0 | 3 |
| TOTAL | | | | | 16 |

COMPLETION AWARD: Vocational Certificate (One Year)**31**

| | | | | | |
|---------------------|--------------------------|---|---|---|-----------|
| 2nd Year | | | | | |
| 1st Semester | | | | | |
| DDT 1116 | Fundamentals of Drafting | 3 | 6 | 0 | 6 |
| DDT 1213 | Construction Materials | 2 | 2 | 0 | 3 |
| | Approved Electives | | | | 6 |
| TOTAL | | | | | 15 |

| | | | | | |
|---------------------|---|---|---|---|-----------|
| 2nd Year | | | | | |
| 2nd Semester | | | | | |
| CAV 2113 | Principles of Multi-Family and Light Commercial | 2 | 2 | 0 | 3 |
| DDT 2243 | Cost Estimating | 1 | 4 | 0 | 3 |
| | Approved Electives | | | | 9 |
| TOTAL | | | | | 15 |

COMPLETION AWARD: Vocational Certificate (Two Year)**61**

| | | | | | |
|----------------------------|---|---|---|----|---|
| Approved Electives: | | | | | |
| CAV 2133 | Advanced Cabinetmaking | 2 | 2 | 0 | 3 |
| CAV 2313 | Advanced Interior Finishing | 2 | 2 | 0 | 3 |
| CAV 2913 | Special Project in Residential Carpentry | 0 | 6 | 0 | 3 |
| CAV 2926 | Supervised Work Experience in Residential Carpentry | 0 | 0 | 18 | 6 |

WELDING AND CUTTING

Program Description: The Welding and Cutting curriculum is designed to prepare the student for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, Gas Metal Arc Aluminum Welding (GMAAW), and Gas Tungsten Arc Welding (GTAW).

Campus Location(s): Raymond (601) 857-3287 • Utica - (601) 885-6062

| COURSE # | COURSE TITLE | LEC | LAB | SWE | SCH |
|---|--|-----|-----|-----|---------|
| 1st Year | | | | | |
| 1st Semester | | | | | |
| WLV 1115 | Shielded Metal Arc Welding | 1 | 8 | 0 | 5 |
| WLV 1124 | Gas Metal Arc Welding | 1 | 6 | 0 | 4 |
| WLV 1212 | Plasma Arc Cutting | 1 | 2 | 0 | 2 |
| WLV 1222 | Air Carbon Arc Cutting and Gouging | 1 | 2 | 0 | 2 |
| WLV 1232 | Drawing and Welding Symbol Interpretation | 1 | 2 | 0 | 2 |
| TOTAL | | | | | 15 |
| 1st Year | | | | | |
| 2nd Semester | | | | | |
| WLV 1136 | Gas Tungsten Arc Welding | 1 | 10 | 0 | 6 |
| WLV 1143 | Flux Cored Arc Welding | 1 | 4 | 0 | 3 |
| WLV 1171 | Welding Inspection and Testing Principles | 0 | 2 | 0 | 1 |
| WLV 1242 | Oxyfuel Gas Cutting Principles and Practices | 1 | 2 | 0 | 2 |
| | Approved Electives | | | | 3 - 5 |
| TOTAL | | | | | 15 - 17 |
| Approved Electives: | | | | | |
| WLV 1155 | Pipe Welding | 1 | 8 | 0 | 5 |
| WLV 1163 | Gas Metal Arc Aluminum Welding | 1 | 4 | 0 | 3 |
| WLV 1913 | Special Problem in Welding | 0 | 6 | 0 | 3 |
| WLV 1923 | Supervised Work Experience | 0 | 0 | 9 | 3 |
| COMPLETION AWARD: Vocational Certificate (One Year) | | | | | 30 - 32 |

VOCATIONAL COURSE DESCRIPTIONS AUTOMOTIVE ELECTRONICS TECHNOLOGY

- AET 2212** **Electronic Brake Systems** **2 SH**
(Prerequisite: AET 2314) A course to provide technical skills and knowledge in the application and testing of the automotive anti-lock brake system which includes sensing devices, temperature sensor circuit, electronic speed control, digital display, and warning devices used in General Motors, Ford, Chrysler, and many import cars. (1 hr lecture, 2 hr lab)
- AET 2222** **Power Train Control Systems** **2 SH**
(Prerequisites: AET 2224, 2314) A course to provide skills in diagnosing interrelated problems with fuel injection, ignition, and power train controls. (4 hr lab)
- AET 2224** **Electronic Concepts** **4 SH**
(Prerequisite: ATT 1114) A course to provide technical skills and knowledge of basic automotive electronics concepts, theory, and testing system functions. Includes the operation of semiconductors and the use of multimeters for testing of electronic components. (2 hr lecture, 4 hr lab)
- AET 2314** **Sensors and Computer Concepts** **4 SH**
(Prerequisite: ATT 1114) A course to provide technical skills and knowledge in the study of automotive input sensors and output actuator devices. Includes the study of typical automotive computer control concepts and circuits involving microprocessors (CPU), memory chips and diagnostics. (2 hr lecture, 4 hr lab)
- AET 2621** **Passive Restraint Systems** **1 SH**
(Prerequisite: ATT 1114; Co-requisite: AET 2224) A course to provide technical skills and knowledge in the advanced level of instruction on the passive restraint systems. Includes diagnosis and troubleshooting using manufacturers' diagnostic charts and procedures to check sensors, power, and all components dealing with the system. (2 hr lab)
- AET 2633** **Electronic Ignition Systems** **3 SH**
(Prerequisite: ATT 1114) A course to provide technical skills and knowledge on the operation and diagnosis of the Electronic Ignition (EI) distributor-less systems. Includes instruction and practice in diagnosis, problem solving and corrections associated with the electronic ignition system. (2 hr lecture, 2 hr lab)
- AET 2722** **Electronic Climate Control Systems** **2 SH**
(Prerequisites: ATT 1114, 2614) A course to provide technical skills and knowledge associated with electronic climate controls found in many late model automobiles. Includes instruction in automatic and manual controls, blower motor operation, power supply, system diagnosis, test procedures, and correction of faults in the system. (1 hr lecture, 2 hr lab)

AUTOMOTIVE MACHINIST

- AUV 1116** **Fundamentals for Automotive Machinists** **6 SH**
This course includes the study and practice of personal hand tools and shop safety; study and practice of measuring; types of calipers, micrometers, and gauges; types and uses of hand tools, mechanical tools, power, and hydraulic tools, fluids, and coolants; and identification of materials and metals. Included is the development of employment skills useful to the Automotive Machining occupations. (2 hr lecture, 8 hr lab)
- AUV 1216** **Cylinder Head Service** **6 SH**
This course includes the rebuilding and cleaning of cylinder heads; valve guide reconditioning; valve seat replacing and installation; refacing seats, surfacing cylinder heads, and assembling a cylinder head. (2 hr lecture, 8 hr lab)
- AUV 1315** **Cylinder Block Service** **5 SH**
This course includes the study of cylinder boring, crankshaft grinding and welding, rod reconditioning, and engine balancing. (2 hr lecture, 6 hr lab)
- AUV 1415** **Engine Assembly and Testing** **5 SH**
This course includes preparation of a block and components for assembly, cam bearings installation, core plugs, seals, cylinder block and components, testing oil pressure; compression; valve adjustment; and checking for leaks and knocks. (2 hr lecture, 6 hr lab)
- AUV 1613** **Advanced Crankshaft Balance and Grinding** **3 SH**
(Pre/Co-requisite: AUV 1315) This course includes the study of dynamic and couple unbalance, external and internal balancing, static balancing, crankshaft indexing, straightening, and stroking. (1 hr lecture, 4 hr lab)
- AUV 1713** **Brake Rotor and Drum Machining** **3 SH**
(Pre/Co-requisite: AUV 1116) This course includes machining of the brake drum and rotor. (1 hr lecture, 4 hr lab)

AUV 1913 **Special Problem In Automotive Machinist** **3 SH**
(Pre/Co-requisite: First semester Automotive Machinist courses) This course is to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Machinist courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (6 hr lab)

AUV 1923 **Supervised Work Experience** **3 SH**
(Pre/Co-requisite: Consent of instructor and the completion of at least one semester of coursework in the Automotive Machinist program) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (9 hr internship)

AUTOMOTIVE TECHNOLOGY

ATT 1114 **Electrical Systems** **4 SH**
A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. (2 hr lecture, 4 hr lab)

ATT 1213 **Brakes** **3 SH**
A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (2 hr lecture, 2 hr lab)

ATT 1315 **Manual Drive Trains/Transaxles** **5 SH**
A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials, and other components. (2 hr lecture, 6 hr lab)

ATT 1414 **Basic Engine Performance** **4 SH**
(Prerequisite: ATT 1114) A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. (2 hr lecture, 4 hr lab)

ATT 1513 **Basic Fuel Systems** **3 SH**
A course to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems and emission control. It includes instruction in the diagnosis and repair/adjustment of carburetors and conventional emission control systems. (2 hr lecture, 2 hr lab)

ATT 1715 **Engine Repair** **5 SH**
A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (2 hr lecture, 6 hr lab)

ATT 2325 **Automatic Transmissions/Transaxles** **5 SH**
A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. (3 hr lecture, 4 hr lab)

ATT 2334 **Steering and Suspension Systems** **4 SH**
A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (2 hr lecture, 4 hr lab)

ATT 2343 **Wheel Alignment** **3 SH**
(Pre/Co-requisite: ATT 2334) A course to provide technical skills and knowledge related to the alignment of both front and rear wheel on automobiles. It includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. (1 hr lecture, 4 hr lab)

ATT 2524 **Computer Controlled Carburetion and Emission System** **4 SH**
(Prerequisites: ATT 1114, 1513) A course to provide technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors and emission systems. It includes instruction and practice in the diagnosis and correction of problems associated with computerized carburetion systems, emission control systems, and other features found on newer model fuel systems. (2 hr lecture, 4 hr lab)

ATT 2535 **Computerized Engine Controls** **5 SH**
(Prerequisite: ATT 2524) A course to provide technical skills and knowledge associated with computer controls found in newer cars. It includes instruction and practice in the diagnosis and correction of problems associated with computer controls of the ignition and fuel injection system. (2 hr lecture, 6 hr lab)

This program continued on next page.

- ATT 2614 Heating and Air Conditioning 4 SH**
 A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. (2 hr lecture, 4 hr lab)

AUTOMOTIVE VEHICLES AND ACCESSORIES MARKETING

- AAV 1112 Orientation and Safety Procedures 2 SH**
 This course is an orientation to the history of accessories marketing, job opportunities, and the physical structure of the industry. Safety procedures include OSHA and EPA regulations, proper use of hand and power tools, shop hazards, and legal responsibilities are discussed and implemented throughout this course. (2 hr lecture)
- AAV 1126 Operational Procedures 6 SH**
 This course is a study of everyday operations in the auto parts business, including proper business procedures, customer service, and sales procedures. (3 hr lecture, 6 hr lab)
- AAV 1214 Power Train 4 SH**
 This course is a study of the function and identification of the power train, including engine, transmission, drive line, and axles. (1 hr lecture, 6 hr lab)
- AAV 1224 Automotive Systems 4 SH**
 This course is a study of the function and identification of automotive systems, including brake systems, cooling systems, electrical systems, heating and air conditioning systems, and suspension systems. (1 hr lecture, 6 hr lab)
- AAV 1316 Catalog Information Systems 6 SH**
 This course is a study of hardcopy, microfiche, and computerized catalogs. Also included are the writing of invoices, interpreting price sheets and calculating discounts. (3 hr lecture, 6 hr lab)
- AAV 1322 Merchandising 2 SH**
 This course is the study of a general parts store layout to include merchandise displays and parts bins layouts. (1 hr lecture, 2 hr lab)
- AAV 1414 Internal Operations 4 SH**
 This course is the study of the daily operations of a parts store, including shipping and receiving, stocking and storing merchandise, counter operations, and physical inventory. (1 hr lecture, 2 hr lab)
- AAV 1424 Internal Sales 4 SH**
 This course is a study of sales skills using hardcopy and computerized cataloging and pricing. (1 hr lecture, 6 hr lab)
- AAV 1926 Supervised Sales Experience 6 SH**
 This course is a cooperative program between the industry and education. It is designed to integrate the student's technical studies with technical experience. (18 hr externship)

BARBER/STYLIST

To be admitted to this program, a person must have a high school diploma or GED equivalent, and/or must have demonstrated "Ability to Benefit" based on making appropriate scores on the *Test of Adult Basic Education Forms 7 and 8, Level A (TABE)*.

- BAV 1118 Basic Practices In Barbering 8 SH**
 Basic practices include orientation, history, safety, and practical experience in handling tools and hair cutting. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)
- BAV 1218 Elementary Practices In Barbering I 8 SH**
 (Prerequisite: BAV 1118) Elementary practices include practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)
- BAV 1318 Elementary Practices In Barbering II 8 SH**
 (Prerequisite: BAV 1218) This course includes practices in sanitization and sterilization, hygiene and good grooming, hair analysis, and styling chemically processed hair. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)
- BAV 1418 Intermediate Practices In Barbering I 8 SH**
 (Prerequisite: BAV 1318) This course includes practices in colors and bleach, and treatment of damaged hair. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1518 Intermediate Practices in Barbering II 8 SH
 (Prerequisite: BAV 1418) This course includes a study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices are included in giving a facial massage, rendering a plain facial, and barbering services previously introduced. (2 hr lecture, 18 hr lab)

BAV 1618 Advanced Practices in Barbering 8 SH
 (Prerequisite: BAV 1518) This course includes the study of business management and business law applicable to shop management. Practice is included in basic first aid procedures and trimming a mustache and beard, and barbering services previously introduced. (2 hr lecture, 18 hr lab)

BAV 2218 Barbering Instructor Training I 8 SH
 (Prerequisite: Two years experience as an active licensed barber or immediately upon completion of 1500 clock hours of barber training and said applicant passes the Barber Board Examination.) This program is designed to prepare students to become barber instructors. This program includes theory, methodology and techniques in hair cutting, styling, salesmanship, student records, lectures, supervision, and office work. (5 hr lecture, 25 hr lab)

BAV 2228 Barbering Instructor Training II 8 SH
 (Prerequisite: BAV 2218) This program is a continuation of Barbering Instructor Training I. (5 hr lecture, 25 hr lab)

BRICK, BLOCK AND STONEMASONRY

BBV 1115 Brick and Block Laying 5 SH
 This course is designed to give the student experience in laying brick and block. (1 hr lecture, 8 hr lab)

BBV 1215 Masonry Construction 5 SH
 This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques. (1 hr lecture, 8 hr lab)

BBV 1223 Masonry Math, Estimating, and Blueprint Reading 3 SH
 This course is designed to give the student experience in calculating, estimating, and blueprint reading. (2 hr lecture, 2 hr lab)

BBV 1313 Tools, Equipment, and Safety 3 SH
 This course is designed to give the student experience in the use and care of tools and equipment along with the safety procedures used in the masonry trade. (2 hr lecture, 2 hr lab)

BBV 1425 Advanced Block Laying 5 SH
 (Prerequisite: BBV 1115) This course is designed to give the student experience in laying block columns, piers, and various walls. (1 hr lecture, 8 hr lab)

BBV 1525 Advanced Bricklaying 5 SH
 (Prerequisite: BBV 1115) This course is designed to give the student advanced experience in brick columns, piers, and various walls. (1 hr lecture, 8 hr lab)

BBV 1623 Chimney & Fireplace Construction 3 SH
 (Prerequisite: BBV 1115) The student will gain advanced experiences in layout and construction of chimneys and fireplaces. (1 hr lecture, 4 hr lab)

BBV 1723 Steps, Arches, and Brick Floors 3 SH
 (Prerequisite: BBV 1115) Students will gain advanced experiences in layout and construction of steps, arches, and brick floors. (1 hr lecture, 4 hr lab)

BBV 1913 Special Problems in Masonry 3 SH
 A course to provide students with an opportunity to utilize skills and knowledge gained in other Brick, Block, and Stonemasonry courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (9 hr lab)

BBV 1923 Supervised Work Experience In Brick, Block, and Stonemasonry 3 SH
 (Prerequisite: Second semester standing in Brick, Block, and Stonemasonry) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (9 hr externship)

CLOTHING AND TEXTILES SERVICES

- CTV 1114** **Garment Construction** **4 SH**
An application of principles and techniques with emphasis on working with problem fabrics (plaids, stripes, velvets and other pile fabrics and design), fitting and construction of garments for men, women, children, and for different figure types. (1 hr lecture, 6 hr lab)
- CTV 1123** **Alterations** **3 SH**
Recognition of problems in garment fitting in relation to grain line, figure and fashion, techniques to fitting and solving fitting problems through alterations by hand and on the machine. (1 hr lecture, 4 hr lab)
- CTV 1134** **Tailoring** **4 SH**
The application of tailoring techniques in the construction garments using various fabrics. (1 hr lecture, 6 hr lab)
- CTV 1143** **Costume Design** **3 SH**
A study of the history of costumes with emphasis on recognition of basic silhouettes, lines, styles, and details in garment construction. Creative expression in dress design, terminating in finished garments using trims, sequins, beads, etc. Production of interesting and expensive details is encouraged. (1 hr lecture, 4 hr lab)
- CTV 1213** **Fabric and Equipment Use and Care** **3 SH**
An introductory course which deals with relations of use and care of equipment to production, instructions, in the use and care of all equipment basic to garment construction, safety practices and proper storage. Emphasis is on industrial sewing. (1 hr lecture, 4 hr lab)
- CTV 1223** **Textiles** **3 SH**
This study considers the relationship of raw materials, construction and finish to quality and cost, identification of fibers, yarns and fabrics; selection of appropriate fabrics for various uses considering wearing quality and care required. (2 hr lecture, 2 hr lab)
- CTV 1233** **Fabric and Accessory Design** **3 SH**
A study of the basics of design as applied in fabric decoration and textile design. An introduction to block printing and the techniques of batik, tie-dye, and stencil with in-depth applications of fabric design. (1 hr lecture, 4 hr lab)
- CTV 1313** **Modeling and Grooming** **3 SH**
This course offers a thorough treatment of the basic concepts of modeling through free and easy exercise, poise, walking, hand position, hair styles, eyelashes, photography and make up. Retailing, promotional sales and television is emphasized. (2 hr lecture, 2 hr lab)
- CTV 1414** **Home Furnishings** **4 SH**
A study of the principles and elements of design related to the selection and arrangement of furniture, use of fabrics, accessories, wall and window treatment and other facets of interior designs. Drapery making and construction of home furnishing goods are included. (1 hr lecture, 6 hr lab)
- CTV 1913** **Internship** **3 SH**
A work-experience program designed to allow the student to apply classroom learning to on-the-job situations. (9 hours supervised work experience)

COLLISION REPAIR TECHNOLOGY

- ABT 1113** **Interior Trim Service** **3 SH**
A course to provide skills and practices in vehicle restraint systems and interior trim. Included are procedures for servicing restraint systems, passive restraint systems, headliners, and carpets; and procedures for operation of an air bag restraint system. (1 hr lecture, 4 hr lab)
- ABT 1123** **Electrical Systems** **3 SH**
A course which provides instruction in practice in the removal and replacement of bolted parts, sub-units, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. (1 hr lecture, 4 hr lab)
- ABT 1133** **Glass Installation and Sealing** **3 SH**
A course in the removal and replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed to eliminate water leaks and wind noise. (1 hr lecture 4 hr lab)

- ABT 1213** **Welding and Cutting** **3 SH**
A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction. (1 hr lecture, 4 hr lab)
- ABT 1313** **Refinishing I** **3 SH**
A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. (2 hr lecture, 2 hr lab)
- ABT 1324** **Refinishing II** **4 SH**
(Prerequisite: ABT 1313) A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures. Included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clearcoat applications. (2 hr lecture, 4 hr lab)
- ABT 1414** **Sheet Metal Repair** **4 SH**
A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. (2 hr lecture, 4 hr lab)
- ABT 1423** **Structural Repair I** **3 SH**
(Prerequisite: ABT 1414) A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment, and attachment (welded or bonded). (1 hr lecture, 4 hr lab)
- ABT 2333** **Refinishing III** **3 SH**
(Prerequisite: ABT 1324) A continuation of Refinishing II with emphasis on advanced techniques including pinstripping, decals, lettering, color sanding, buffing, polishing, and detailing. (1 hr lecture, 4 hr lab)
- ABT 2434** **Structural Repair II** **4 SH**
(Prerequisite: ABT 1423) A continuation of Body Panel and Structural Repair I. Emphasis will continue to be placed on major panel replacement. Instruction will include rolled over vehicle repair, structural alignment and roof panel replacement, and the replacement or sectioning of upper structural members. (2 hr lecture, 4 hr lab)
- ABT 2513** **Frame Repair I** **3 SH**
An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. (1 hr lecture, 4 hr lab)
- ABT 2524** **Frame Repair II** **4 SH**
(Prerequisite: ABT 2513) This course continues instruction from Frame and Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair and repairing/replacing/sectioning structural components. (1 hr lecture, 6 hr lab)
- ABT 2613** **Fiberglass and Plastic Repair** **3 SH**
A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. (1 hr lecture, 4 hr lab)
- ABT 2713** **Collision Analysis and Estimation** **3 SH**
This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (2 hr lecture, 2 hr lab)
- ABT 2813** **Shop Operations and Procedures** **3 SH**
An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. (2 hr lecture, 2 hr lab)
- ABT 2913** **Special Problem in Collision Repair** **3 SH**
(Prerequisite: Sophomore standing in Collision Repair Technology) A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (6 hr lab)
- ABT 2923** **Supervised Work Experience** **3 SH**
(Prerequisite: Sophomore standing in Collision Repair Technology) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (9 hr externship)

COMMUNICATIONS ELECTRONICS REPAIR TECHNOLOGY

- CET 1113** **Satellite Systems** **3 SH**
A course designed to provide the student with the necessary skills to service, repair, and install home satellite receiving systems. (1 hr lecture, 4 hr lab)
- CET 2223** **Diagnostics and Troubleshooting Lab** **3 SH**
(Prerequisite: EET 2813) A laboratory course in which the students apply skills and knowledge gained in other communications electronics courses in repairing various electronic devices. Students will isolate, locate, and repair devices in a simulated industry setting. (6 hr lab)
- CET 2323** **Video Recording Systems Lab** **3 SH**
(Co-requisite: EET 2813) A course to provide instruction and practice in the maintenance and repair of consumer-type video recording and playback equipment. Includes instruction in the maintenance and repair of video cassette recorders and players, and video camera/recorders. (6 hr lab)
- CET 2823** **Video Systems Repair Lab** **3 SH**
(Co-requisite: EET 2813) A course to provide practice in the repair and maintenance of consumer video reception equipment. Includes instruction in the troubleshooting and repair of all circuits in television receivers. (6 hr lab)
- CET 2923** **Supervised Work Experience I** **3 SH**
(Prerequisite: Consent of the instructor and completion of at least one semester of coursework in electrical/electronics related programs) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (9 hr internship)
- CET 2923** **Supervised Work Experience II** **3 SH**
(Consent of Instructor) A course designed to integrate the student's technical studies with industrial experience. (9 hr internship)

COSMETOLOGY

- COV 1115** **Introduction to Cosmetology** **5 SH**
This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or classmates; no work is assigned upon patrons paying for services until this course is completed. (2 lecture, 9 hr lab)
- COV 1213** **Cosmetology Theory I** **3 SH**
(Prerequisite: COV 1115) Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and fingerwaves. (3 hr lecture)
- COV 1223** **Cosmetology Theory II** **3 SH**
(Prerequisite: COV 1115) Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening and safety practices are covered. (3 hr lecture)
- COV 1236** **Cosmetology Theory III** **6 SH**
(Prerequisite: COV 1223) Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. (6 hr lecture)
- COV 1311** **Scalp and Hair Treatment** **1 SH**
(Prerequisite: COV 1213) Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. (3 hr lab)
- COV 1322** **Hair Shaping and Styling** **2 SH**
(Prerequisite: COV 1213) Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Practical application in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. (7 hr lab)
- COV 1332** **Permanent Waves** **2 SH**
(Prerequisite: COV 1223) Practical application in permanent waving. Includes principles and product selection, requirements, processes, implements, and supplies. (6 hr lab)
- COV 1343** **Hair Coloring and Lightening** **3 SH**
(Prerequisite: COV 1223) Practical application in coloring and hair lightening. Includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo tints. (9 hr lab)

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| COV 1352 | Chemical Hair Relaxing | 2 SH |
| (Prerequisite: COV 1223) Practical application in chemical hair relaxing techniques. Includes review of products available, basic steps and processes, and safety precautions. (6 hr lab) | | |
| COV 1362 | Thermal Techniques | 2 SH |
| (Prerequisite: COV 1236) Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. (6 hr lab) | | |
| COV 1412 | Care and Styling of Wigs | 2 SH |
| (Prerequisites: COV 1115, COV 1213, COV 1311, COV 1322) Practical application in styling wigs and hairpieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. (6 hr lab) | | |
| COV 1512 | Manicure and Pedicure | 2 SH |
| (Prerequisite: COV 1223) Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, massage and sanitary care, nail irregularities and diseases, and safety consideration. (6 hr lab) | | |
| COV 1612 | Facials and Makeup | 2 SH |
| (Prerequisite: COV 1236) Practical application in giving facial treatment. Includes physiological effects, facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. (6 hr lab) | | |
| COV 1712 | Beauty Salon Management | 2 SH |
| (Prerequisite: COV 1236) Practical application in opening and operating a beauty salon in accordance with state regulations. (6 hr lab) | | |

COSMETOLOGY INSTRUCTOR TRAINING

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| COV 2218 | Cosmetology Instructor Training I | 8 SH |
| (Prerequisite: Two years experience as an active licensed cosmetologist. Must be 21 years of age and a high school graduate. Completion of 12 semester hours of academic courses and Methods of Teaching) This course is designed to prepare students to become cosmetology instructors. It includes theory, methodology and techniques in hair cutting, styling, salesmanship, student records, lectures, supervision and office management. (3 hr lecture, 27 hr lab) | | |
| COV 2228 | Cosmetology Instructor Training II | 8 SH |
| (Prerequisite: Cosmetology Instructor Training I) A continuation of Cosmetology Instructor Training I. (3 hr lecture, 27 hr. lab.) | | |

DIESEL EQUIPMENT TECHNOLOGY

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| DET 1114 | Fundamentals of Equipment Mechanics | 4 SH |
| A course to review and update student skills and knowledge related to safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. (2 hr lecture, 4 hr lab) | | |
| DET 1213 | Hydraulic Brake Systems | 3 SH |
| A course to develop skills and knowledge related to the diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems. (1 hr lecture, 4 hr lab) | | |
| DET 1223 | Electrical/Electronic Systems | 3 SH |
| A course to develop skills and knowledge related to the diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging system repair, and auxiliary electrical systems repair. (1 hr lecture, 4 hr lab) | | |
| DET 1234 | Engine Rebuilding (Medium/Heavy Duty Applications) | 4 SH |
| A course to provide instruction and practice in the rebuilding of diesel engines used in medium to heavy duty commercial applications. Includes instruction in removing and installing engines, disassembly and inspection, and rebuilding of cylinders, heads, pistons, and other parts. (2 hr lecture, 4 hr lab) | | |
| DET 1313 | Diesel Fuel Systems | 3 SH |
| A course to provide skills and knowledge related to fundamentals of diesel fuel systems operation, maintenance, and repair. Includes instruction in operating principles, general diagnosis and repair, and mechanical fuel injector diagnosis and repair. (1 hr lecture, 4 hr lab) | | |

This program continued on next page.

- DET 1513** **Hydraulics** **3 SH**
A course to provide instruction and practice in the basic operation and maintenance of hydraulic systems associated with diesel powered equipment. Includes instruction in safety, system operation, seals and cylinders, and filters. (1 hr lecture, 4 hr lab)
- DET 1613** **Preventive Maintenance and Service** **3 SH**
A course to provide practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. (1 hr lecture, 4 hr lab)
- DET 1713** **Power Trains** **3 SH**
A course to develop skills and knowledge related to the diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. (1 hr lecture, 4 hr lab)
- DET 2113** **Welding for Diesel Equipment Technology** **3 SH**
A basic course in welding and cutting techniques for diesel equipment mechanics. Includes instruction in fundamental procedures and safety, oxyacetylene welding and cutting, shielded metal-arc welding, and metal inert gas welding procedures. (1 hr lecture, 4 hr lab)
- DET 2236** **Auxiliary System Components** **6 SH**
A course to provide advanced skills and knowledge in the repair and service of auxiliary systems on a diesel engine. Includes instruction and practice in servicing and repair of the air induction, air/hydraulic starting, engine brake, and cooling systems. (2 hr lecture, 8 hr lab)
- DET 2244** **Engine Troubleshooting and Tune-up** **4 SH**
A course to provide advanced skills and knowledge related to the diagnosis of problems in the different systems of the diesel engine. Includes instruction in general engine diagnosis and tune-up/service. (2 hr lecture, 4 hr lab)
- DET 2253** **Steering and Suspension Systems** **3 SH**
A course to provide skills and knowledge related to operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. (1 hr lecture, 4 hr lab)
- DET 2324** **Computerized Engine Controls Systems** **4 SH**
A course to provide skills and knowledge related to the operation, maintenance, and repair of computerized engine control systems. Includes instruction in use of scanning equipment. (2 hr lecture, 4 hr lab)
- DET 2523** **Fluid Power Trains** **3 SH**
A course to provide skills and knowledge related to the maintenance and repair of fluid power trains used on heavy equipment. Includes instruction in general principles of operation and diagnosis and repair of system components. (1 hr lecture, 4 hr lab)
- DET 2623** **Advanced Brake Systems (Air)** **3 SH**
A course to provide instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system. (1 hr lecture, 4 hr lab)
- DET 2813** **Air Conditioning and Heating Systems** **3 SH**
A course to provide skills and knowledge related to operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment. Includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. (1 hr lecture, 4 hr lab)
- DET 2823** **Transport Refrigeration** **3 SH**
A course to provide skills and knowledge related to service and repair of transport refrigeration units. Includes instruction on operating principles, common refrigeration unit problems, and refrigeration unit repairs. (2 hr lecture, 2 hr lab)
- DET 2913** **Special Project** **3 SH**
(Prerequisite: Consent of instructor) A course to provide students with practical application of skills and knowledge related to a specific instructor-approved topic. Instructor and student work closely together in planning and conducting the project. (6 hr lab)
- DET 2923** **Supervised Work Experience** **3 SH**
(Prerequisite: Consent of instructor) A supervised on-site work experience in which the student works under the supervision of industry and the instructor. Competencies and objectives are determined by a mutual agreement between the student, employer, and instructor. (9 hr supervised work experience)

ELECTRICAL TECHNOLOGY

- ELT 1102** **Fundamentals of Electricity** **2 SH**
 This is a basic course designed to provide fundamental skills associated with all electrical courses. Includes electrical theory, safety, basic tools, special tools, and equipment. (1 hr lecture, 2 hr lab)
- ELT 1113** **Residential/Light Commercial Wiring** **3 SH**
 (Pre/Co-requisite: ELT 1102 or equivalent) This course provides advanced skills related to the wiring of single family, multi-family, and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways. (2 hr lecture, 2 hr lab)
- ELT 1123** **Commercial and Industrial Wiring** **3 SH**
 (Prerequisite: ELT 1102 or equivalent) This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. (2 hr lecture, 2 hr lab)
- ELT 1213** **Electrical Power** **3 SH**
 (Pre/Co-requisite: ELT 1102 or equivalent) This course provides skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors and transformer systems. (2 hr lecture, 2 hr lab)
- ELT 1253** **Branch Circuit and Service Entrance Calculations** **3 SH**
 This is a course in calculating circuit sizes for all branch circuits and service entrances in residential installation. (2 hr lecture, 2 hr lab)
- ELT 1263** **Blueprint Reading/Planning the Residential Installation** **3 SH**
 This course provides knowledge of symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with outlets as required by NEC. (2 hr lecture, 2 hr lab)
- ELT 1273** **Switching Circuits for Residential, Commercial, and Industrial Application** **3 SH**
 This course is designed to introduce the student to the various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Includes the installation and operation of low voltage, remote control switching. (2 hr lecture, 2 hr lab)
- ELT 1283** **Estimating the Cost of a Residential Installation** **3 SH**
 A course to provide a probable cost of a residential installation. Includes a study of the specifications set forth for a particular structure. (2 hr lecture, 2 hr lab)
- ELT 1413** **Motor Control Systems** **3 SH**
 (Prerequisite: ELT 1102 or equivalent) This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. (2 hr lecture, 2 hr lab)
- ELT 2913** **Special Project** **3 SH**
 (Prerequisite: Consent of instructor) This course is designed to provide the student with practical application of skills and knowledge gained in other electrical related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)
- ELT 2923** **Supervised Work Experience** **3 SH**
 (Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical related programs) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (9 hr supervised work experience)

FOOD PRODUCTION AND MANAGEMENT

- FPV 1113** **Math Principles Related To Food Service** **3 SH**
 This is an applied math course devoted to operational procedures for food service personnel. Emphasis is on using math skills for converting recipes, costing, portion control, mark-ups, interest on loans, taxes, food service reports and financial statements. (3 hr lecture)
- FPV 1124** **Food Service and Nutrition II** **4 SH**
 A continuation of FPV 2714. (2 hr lecture, 4 hr lab)

This program continued on next page.

- FPV 1213** **Menu Planning and Cost Control** **3 SH**
Planning menus for nutritional adequacy and profit will be emphasized in this course. Cost analysis, cyclic menus, and menu design will be emphasized in the accompanying lab. (2 hr lecture, 2 hr lab)
- FPV 1313** **Equipment and Interior** **3 SH**
This course provides experience to acquaint the student with specifications for various types of food service equipment and facilities, demonstrates to the student how to operate food service equipment, stresses the importance for care and cleaning food service equipment and factors to be considered when selecting the physical facilities and equipment for a food service unit. (3 hr lecture)
- FPV 1314** **Fast Foods** **4 SH**
This course will emphasize the food preparation techniques and use of equipment and service techniques commonly utilized by fast food establishments. Salad bars, sandwiches, fried foods and beverage items will be prepared in a foods lab that accompanies this course. Instruction in counter service and cashing will also be included. (2 hr lecture, 4 hr lab)
- FPV 1325** **Quantity Foods I** **5 SH**
Emphasis is placed on principles and techniques of quantity food preparation. Laboratory includes proper use of equipment, sanitation and safety methods, and quality controls in preparing and serving meals. (2 hr lecture, 6 hr lab)
- FPV 1413** **Purchasing and Storage** **3 SH**
This course is designed to introduce the student to food purchasing and storage terminology and practice. Effective receiving and inventory procedures will be emphasized to control food costs and waste in a food service operation. Computer software will be used to assist in this procedure. (2 hr lecture, 2 hr lab)
- FPV 1513** **Catering Services** **3 SH**
This course introduces the student to catering services. Emphasis is on planning, operation and care of equipment, and quality of food. (2 hr lecture, 2 hr lab)
- FPV 1613** **Front of House Operations** **3 SH**
This course introduces the student to the fundamentals of dining and beverage service. Emphasis is placed on the types of dining service, beverage use, service, and laws, dining service positions and duties, cashier functions, merchandising and international dining service. Laboratory practice parallels classwork. (2 hr lecture, 2 hr lab)
- FPV 1912** **Internship I** **2 SH**
Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (6 hr externship)
- FPV 2123** **Math for Management** **3 SH**
(Prerequisite: FPV 1113) A continuation of Math Principles Related to Food Service. This course will be devoted to operational procedures for the management staff as well as the metric system and related tax laws and regulations. (3 hr lecture)
- FPV 2244** **Quantity Foods II** **4 SH**
A continuation of FPV 1325. (2 hr lecture, 4 hr lab)
- FPV 2523** **Catering Management** **3 SH**
(Prerequisite: FPV 1513) This course is designed to introduce the student to managing and operating a catering business. It will take the student from obtaining the necessary permits and license to implementing and maintaining a catering business. (2 hr lecture, 2 hr lab)
- FPV 2714** **Applied Nutrition** **4 SH**
Food and eating habits in relationship to adequate nutrition, application of nutrition to menu planning, the life cycle, digestive system, metabolism and body functions will be emphasized in this course. (2 hr lecture, 2 hr lab)
- FPV 2813** **Food Service Management** **3 SH**
(Prerequisite: Sophomore standing) This course is designed to give food service operators an insight into the management of personnel. Students will be prepared to perform management duties such as scheduling, job evaluations, employee orientation and training, payrolls, and rating employee performance. This course will explore the process by which the manager can enable his/her employees to function efficiently and effectively. These processes will include organization and planning, communication, motivation, and training. (2 hr lecture, 2 hr lab)
- FPV 2824** **Bakery Production and Management** **4 SH**
This course is designed to give each student skills in managing a bake shop operation. Emphasis is on preparation, advertising, marketing, and costing of bakery products. (2 hr lecture, 4 hr lab)

FPV 2923 **Internship II** **3 SH**
 (Prerequisite: FPV 1912) Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (9 hr externship)

FPV 2934 **Internship III** **4 SH**
 (Prerequisite: FPV 2923) Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (12 hr externship)

GRAPHIC AND PRINTING COMMUNICATIONS

GPV 1212 **Overview of Graphic and Printing Communications** **2 SH**
 This course provides an overview of the graphic arts. Students will study the major historical events and copyright restrictions. An overview of the general safety practices, measurements, and printing processes is included. (1 hr lecture, 2 hr lab)

GPV 1314 **Paste-up and Layout** **4 SH**
 This course provides instruction in production techniques for preparing copy for reproduction. (2 hr lecture, 4 hr lab)

GPV 1414 **Graphic Design** **4 SH**
 This course provides an introduction to graphic design. Students will compare conventional typesetting with desktop publishing systems. This course includes the editing and layout of jobs, basic computer terminology, installation and use of software, proofreading and markup for correction, and the study of type sizes, styles, leading, and line length. (2 hr lecture, 4 hr lab)

GPV 1514 **Process Camera and Darkroom** **4 SH**
 This course covers camera and darkroom techniques for line, halftone, and continuous tone photography. It includes study of films, diffusion transfer processes, chemistries, and special effects. (2 hr lecture, 4 hr lab)

GPV 1524 **Film Assembly** **4 SH**
 This course provides instruction and practice of lithographic stripping techniques using a variety of flat systems commonly used in the graphic and print industry. (2 hr lecture, 4 hr lab)

GPV 1612 **Platemaking** **2 SH**
 This course provides instruction and practice in the use of different processes and exposure systems for making plates for offset presses and duplicators. (1 hr lecture, 2 hr lab)

GPV 1712 **Press Operations I** **2 SH**
 This course provides an introduction to press operations with emphasis on safety practices, fundamental setup and operational procedures, and clean-up of offset presses and duplicators. (1 hr lecture, 2 hr lab)

GPV 1723 **Press Operations II** **3SH**
 (Prerequisite: GPV 1712) This course is a continuation of Press Operations I with emphasis on 2-color printing operations, maintenance and troubleshooting, and new trends and technologies in printing. (2 hr lecture, 2 hr lab)

GPV 1733 **Press Operations III** **3 SH**
 (Prerequisite: GPV 1712) This course is a continuation of GPV 1712 and GPV 1723 with emphasis on multi-color printing. (6 hr lab)

GPV 1814 **Binding and Finishing Operations** **4 SH**
 This course provides instruction and practice in binding and finishing techniques including cutting, folding, padding, drilling, and stitching. (2 hr lecture, 4 hr lab)

GPV 1913 **Special Project in Graphic and Printing Communications** **3 SH**
 (Prerequisite: Consent of the instructor) This course provides students with practical application of skills and knowledge related to a specific instructor-approved topic. Instructor and student work closely together in planning and conducting the project. (6 hr lab)

GPV 1923 **Supervised Work Experience in Graphic and Printing Communications** **3 SH**
 (Prerequisite: Consent of the instructor) A supervised on-site work experience in which the student works under the supervision of industry and community college personnel. Competencies and objectives for this course are determined by a mutual agreement between the student, employer, and teacher. (6 hr lab)

INDUSTRIAL DRAFTING

- DDT 1016 Introduction to Drafting 3 SH**
This course is designed for students entering the community college who have had no previous training or documented experience in the field. (3 hr lecture, 6 hr lab)
- DDT 1116 Fundamentals of Drafting 6 SH**
Course designed to give drafting majors the background needed for all other drafting courses. (3 hr lecture, 6 hr lab)
- DDT 1133 Machine Drafting I 3 SH**
(Prerequisite: DDT 1116) Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing and other drafting room procedures. (1 hr lecture, 4 hr lab)
- DDT 1313 Principles of Computer Aided Drafting (CAD) 3 SH**
(Prerequisite: DDT 1116) This course will use CAD machines to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. (2 hr lecture, 6 hr lab)
- DDT 1325 Intermediate Computer Aided Drafting (CAD) 5 SH**
(Prerequisite: DDT 1313) This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols. (2 hr lecture, 6 hr lab)
- DDT 1413 Elementary Surveying 3 SH**
Basic course dealing with principles of geometry, theory, and use of instruments, mathematical calculations, and the control and reduction of errors. (1 hr lecture, 4 hr lab)
- DDT 1615 Architectural Design I 5 SH**
(Prerequisite: DDT 1116) Presentation and application of architectural drafting room standards. (2 hr lecture, 6 hr lab)
- DDT 2163 Machine Drafting II 5 SH**
(Co-requisite: DDT 1133) A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. (2 hr lecture, 6 hr lab)
- DDT 2345 Advanced Computer Aided Drafting (CAD) 5 SH**
(Prerequisites: DDT 1116, DDT 1313) Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. (2 hr lecture, 6 hr lab)
- DDT 2423 Mapping and Topography 3 SH**
(Prerequisite: DDT 1325) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan drawings, and profile drawings using maps, field survey data, aerial photographs and related references and materials including symbols, notations, and other applicable standardized materials. (2 hr lecture, 2 hr lab)
- DDT 2625 Architectural Design II 5 SH**
(Prerequisites: DDT 1116, DDT 1615) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. (2 hr lecture, 6 hr lab)
- DDT 2915 Special Project 5 SH**
(Prerequisite: Consent of instructor and the completion of at least one semester of advanced coursework in the drafting program) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2 hr lecture, 6 hr lab)
- DDT 2926 Supervised Work Experience 6 SH**
(Prerequisite: DDT 1116 and Sophomore standing) Supervised and approved on-the-job training. (9 hr supervised work experience)

INDUSTRIAL MAINTENANCE TRADES**IMV 1014 Essential Skills for Industrial Maintenance Trades 4 SH**

This course is composed of the essential skills from the high school Industrial Maintenance Trades curriculum. This course is designed for students entering the Industrial Maintenance programs who have no previous training in the field. (2 hr lecture, 2 hr lab)

IMV 1113 Industrial Maintenance Plumbing 3 SH

This course is designed to prepare students in the field of plumbing as related to industrial maintenance. (1 hr lecture, 4 hr lab)

IMV 1214 Maintenance Welding and Metals I 4 SH

This course is designed to give the student experience in various welding applications used in industrial maintenance. (1 hr lecture, 6 hr lab)

IMV 1224 Maintenance Welding and Metals II 4 SH

(Prerequisite: IMV 1214) This course is a continuation of IMV 1214. (1 hr lecture, 6 hr lab)

IMV 1314 Maintenance of Heating, Ventilating, and Air Conditioning I 4 SH

This course is designed to give the student experience in maintaining heating, ventilating, and air conditioning systems. (1 hr lecture, 6 hr lab)

IMV 1324 Maintenance of Heating, Ventilating, and Air Conditioning II 4 SH

(Prerequisite: IMV 1314) This course is a continuation of IMV 1314. (1 hr lecture, 6 hr lab)

IMV 1414 Industrial Maintenance Electricity I 4 SH

This course is designed to give the student experience in practical application in industrial wiring and repair. (1 hr lecture, 6 hr lab)

IMV 1424 Industrial Maintenance Electricity II 4 SH

(Prerequisite: IMV 1414) This course is a continuation of IMV 1414. (1 hr lecture, 6 hr lab)

IMV 1513 Structural Repair 3 SH

This course is designed to give the student experience in estimating and making repairs of wood, metal, and masonry structures. (1 hr lecture, 4 hr lab)

MACHINE SHOP TECHNOLOGY**MST 1115 Power Machinery I 5 SH**

A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, and vertical mills. (1 hr lecture, 8 hr lab)

MST 1125 Power Machinery II 5 SH

(Prerequisite: MST 1115) A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. (1 hr lecture, 8 hr lab)

MST 1313 Advanced Shop Mathematics 3 SH

An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. (2 hr lecture, 2 hr lab)

MST 1413 Blueprint Reading 3 SH

A course in blueprint reading designed for machinists. Includes instruction and practice in reading and applying industrial blueprints. (2 hr lecture, 2 hr lab)

MST 1423 Advanced Blueprint Reading 3 SH

(Prerequisite: MST 1413) A continuation of Blueprint Reading with emphasis on advanced features of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. (2 hr lecture, 2 hr lab)

MST 1613 Precision Layout 3 SH

An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. (2 hr lecture, 2 hr lab)

MST 2135 Power Machinery III 5 SH

(Prerequisite: MST 1125) A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling, and grinding machine. (2 hr lecture, 6 hr lab)

MST 2144 Power Machinery IV 4 SH

(Prerequisite: MST 2135) A continuation of Power Machinery III with emphasis on highly advanced operations on the milling machine, engine lathe, and precision grinder. (2 hr lecture, 4 hr lab)

This program continued on next page.

- MST 2714 Computer Numerical Control Operations I 4 SH**
An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. (3 hr lecture, 2 hr lab)
- MST 2725 Computer Numerical Control Operations II 5 SH**
(Prerequisite: MST 2714) A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, and CNC machine centers.) (2 hr lecture, 6 hr lab)
- MST 2812 Metallurgy 2 SH**
An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. (1 hr lecture, 2 hr lab)
- MST 2913 Special Problem in Machine Shop 3 SH**
(Prerequisite: Minimum of 12 SH in Machine Shop Technology related courses) A course designed to provide the student with practical application of skills and knowledge gained in other Machine Shop courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)
- MST 2926 Supervised Work Experience 6 SH**
(Prerequisite: Consent of instructor and the completion of at least one semester of advanced course work in Machine Shop Technology) A cooperative program between industry and education that is designed to integrate the student's technical studies with industrial experience. (18 hr internship)

MEAT MERCHANDISING

- MTV 1114 Fundamentals of Meat Merchandising 4 SH**
Fundamentals of meat merchandising including career opportunities, safety requirements, sanitation, maintenance of equipment, and government regulations. (8 hr lab)
- MTV 1214 Identification of Cuts 4 SH**
Identification of wholesale and retail cuts of meat. The course also includes preparation and serving of meat products. Background information is provided on dressing, chilling, storage, sanitation, inspection, grading, curing, and smoking procedures for different types of meat products. (8 hr lab)
- MTV 1224 Preparation of Cuts 4 SH**
Breaking carcasses into boxed cuts of beef, pork, and lamb; preparing basic retail cuts; boning procedures, and packaging. (8 hr lab)
- MTV 1234 Merchandising of Meats 4 SH**
Cutting and merchandising of poultry and fish products, merchandising of smoked meat counter; refrigeration and display techniques of fish, poultry, and smoked meats. (8 hr lab)
- MTV 1314 Pricing and Marketing Techniques I 4 SH**
Advanced merchandising techniques including wholesale purchasing, wholesale and retail meat pricing and gross profit control yield data. (8 hr lab)
- MTV 1324 Pricing and Marketing Techniques II 4 SH**
Advanced meat merchandising procedures including cutting tests and forecasting gross profits. (8 hr lab)
- MTV 1414 Meat Merchandising I 4 SH**
A study of portion control, nutritional values of red meat and poultry, steps and cycles associated with marketing red meat and poultry and the factors that affect meat prices. (8 hr lab)
- MTV 1424 Meat Merchandising II 4 SH**
A special study of meat merchandising techniques as related to salesmanship and customer relations to include seasonal trends and cycles, and merchandising strategies. (8 hr lab)
- MTV 1514 Catering and Value Added Products 4 SH**
Types of catering service, how to start a business, selling catering services, food safety, arranging specific catering events and trends toward marketing value-added products. (8 hr lab)
- MTV 1613 Special Project 3 SH**
A course designed to provide the student with practical applications of skill and knowledge gained in other meat merchandising courses. (135 contact hours)
- MTV 1623 Supervised Work Experience 3 SH**
A course which is a cooperative program between industry and education. It is designed to integrate the student's technical studies with industrial experience. (135 contact hours)

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| PPV 1113 | Fundamentals of Plumbing/Pipefitting | 3 SH |
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| PPV 1213 | Tacking and Burning | 3 SH |
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| PPV 1313 | Blueprint Reading for the Piping Trades | 3 SH |
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| PPV 1323 | Sketching | 3 SH |
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| PPV 1411 | Low Pressure Boilers | 1 SH |
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| PPV 1443 | Piping Level/Transit | 3 SH |
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| PPV 1513 | Drainage and Sewer Systems | 3 SH |
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| PPV 1612 | Heating Devices | 2 SH |
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| PPV 1622 | Gas Piping | 2 SH |
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| PPV 1712 | Domestic Piping | 2 SH |
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| PPV 1722 | Plumbing Fixtures | 2 SH |
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| PPV 1732 | Back Flow Cross Connection | 2 SH |
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| PPV 1743 | Advanced Plumbing Lab | 3 SH |
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| PPV 1812 | Rigging and Signaling | 2 SH |
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(Prerequisite or Co-requisite: PPV 1113) This course is designed to provide the student with basic use of hand signals, rigging, and equipment. (1 hr lecture, 2 hr lab)

PRACTICAL NURSING

- PNV 1014 Introduction to Practical Nursing 4 SH**
This course contains the baseline competencies and suggested objectives from the high school Allied Health curriculum which directly relates to the community college Practical Nursing program. This suggested option is designed for students entering the community college who have had no previous training or documented experience in the field. (3 hr lecture, 2 hr lab)
- PNV 1113 Basic Nutrition 3 SH**
This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. (3 hr lecture)
- PNV 1213 Body Structure and Function 3 SH**
This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. (2 hr lecture, 2 hr lab)
- PNV 1312 Growth and Development 2 SH**
This course is a study of the normal development processes of humans from infancy to death, including physical, emotional, social, and intellectual aspects. (2 hr lecture)
- PNV 1412 Geriatric Nursing 2 SH**
(Prerequisites: PNV 1425, 1434) This course uses the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. (1 hr lecture, 3 hr clinical)
- PNV 1425 Fundamentals of Nursing 5 SH**
(Co-requisites: PNV 1434. A passing grade in PNV 1434 is required to receive credit for this course.) This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, basic math, medical terms, medical and apothecary system. Included is preparation to assist the patient in meeting basic living needs. (5 hr lecture)
- PNV 1434 Fundamentals of Nursing Lab 4 SH**
(Co-requisites: PNV 1425. A passing grade in PNV 1425 is required to receive credit for this course.) This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. (8 hr lab)
- PNV 1513 Pharmacology 3 SH**
(Prerequisites: first semester PNV courses) This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. (2 hr lecture, 2 hr lab)
- PNV 1615 Medical/Surgical Nursing I 5 SH**
(Prerequisites: 1st semester courses. Co-requisite: PNV 1624. A passing grade in PNV 1624 is required to receive credit for this course.) This course introduces nursing theory for selected medical-surgical disorders. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. (5 hr lecture)
- PNV 1624 Medical/Surgical Nursing Lab and Clinical I 4 SH**
(Prerequisites: 1st semester courses. Co-requisite: PNV 1615. A passing grade in PNV 1615 is required to receive credit for this course.) This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. (2 hr lab, 9 hr clinical)
- PNV 1633 Medical/Surgical Nursing II 3 SH**
(Co-requisites: PNV 1644. A passing grade in PNV 1644 is required to receive credit for this course.) In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for selected medical-surgical disorders and nursing skills are introduced. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. (3 hr lecture)
- PNV 1644 Medical/Surgical Nursing Lab and Clinical II 4 SH**
(Prerequisites: first semester PNV courses. Co-requisite: PNV 1633. A passing grade in PNV 1633 is required to receive credit for this course.) This course includes supervised clinical experience for application of medical/surgical theory. Develop skill in the nursing process by applying principles and knowledge gained in preceding courses. (2 hr lab, 9 hr clinical)
- PNV 1717 Maternal-Child Nursing 7 SH**
(Prerequisites: first semester PNV courses) This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child, and the family unit during normal and complicated conditions. Clinical experience includes perinatal labor and delivery, postpartum, newborn, and pediatrics. (4 hr lecture, 9 hr clinical)

PNV 1813 **Psychiatric Concepts** **3 SH**
(Prerequisites: first semester PNV courses) This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. (2 hr lecture, 3 hr clinical)

PNV 1912 **Nursing Transition** **2 SH**
(Prerequisites: first semester PNV courses) This course further develops decision making skills and promotes an interest in continued professional leadership development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. (1 hr lecture, 3 hr clinical)

RELATED STUDIES (VOCATIONAL)

RSV 1003 **Related Studies I** **3 SH**
This course is designed for vocational students who lack entry level skills in mathematics, English, science, etc., which are necessary for success in their chosen occupational program. Enrollment is required for all students who: 1) score less than the 10th grade level on the standardized Test of Adult Basic Education (TABE), 2) have not graduated from high school and need to achieve the GED high school equivalency diploma, or 3) require advanced related studies instruction for success in their occupational program. This course is waived and not required for all others. Generally, instruction is individually prescribed and learning is self-paced. Upon the achievement of the required competencies, students may exit the course immediately without further attendance. (2 hr lecture, 2 hr lab)

RSV 1013 **Related Studies II** **3 SH**
(Prerequisite: RSV 1003) This course is a continuation of Related Studies I. (2 hr lecture, 2 hr lab)

RSV 1311 **College Orientation** **1 SH**
(Prerequisite: None) A course to help students adjust to college life. It includes a study of personal and social adjustment. This course includes effective study habits and gives the student guidance in collegiate life. (1 hr lecture)

RESIDENTIAL CARPENTRY

CAV 1116 **Foundations** **6 SH**
This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (2 hr lecture, 8 hr lab)

CAV 1133 **Advanced Blueprint Reading** **3 SH**
This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (2 hr lecture, 2 hr lab)

CAV 1216 **Framing I** **6 SH**
This course is designed to give the student experience in floor and wall framing. (2 hr lecture, 8 hr lab)

CAV 1225 **Framing II** **5 SH**
(Prerequisite: CAV 1216) This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (1 hr lecture, 8 hr lab)

CAV 1315 **Interior Finishing and Cabinetmaking** **5 SH**
This course includes experience in all types of interior ceiling, wall covering, trim work, and floor covering including cabinet construction. (1 hr lecture, 8 hr lab)

CAV 1413 **Roofing** **3 SH**
Types of roofs, roofing materials and their application. Basic roofing techniques, including material selection, roof styles, cost estimation, and installation procedures. (1 hr lecture, 4 hr lab)

CAV 1513 **Exterior Finishing** **3 SH**
Included are types of trims (moldings, cornices, and door and window trims). Also included are wall covering techniques, styles, installation, and finishing. (1 hr lecture, 4 hr lab)

CAV 2113 **Principles of Multi-Family and Light Commercial Construction** **3 SH**
A course including the fundamentals of multi-family and light commercial construction. Emphasis will be placed on the application of local codes and standards. (2 hr lecture, 2 hr lab)

CAV 2133 **Advanced Cabinetmaking** **3 SH**
(Prerequisite: CAV 1315) This course includes principles of building and installation of cabinets, drawers, and shelves. (2 hr lecture, 2 hr lab)

This program continued on next page.

- CAV 2313** **Advanced Interior Finishing** **3 SH**
 (Prerequisites: CAV 1316) Included are procedures for advanced ceiling and wall interior finishing and for stair calculation and construction. (2 hr lecture, 2 hr lab)
- CAV 2913** **Special Project in Residential Carpentry** **3 SH**
 (Prerequisite: Sophomore standing in Residential Carpentry) A course to provide students with an opportunity to utilize skills and knowledge gained in other Residential Carpentry Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (6 hr lab)
- CAV 2926** **Supervised Work Experience in Residential Carpentry** **6 SH**
 (Prerequisite: Sophomore standing in Residential Carpentry) This course is a cooperative program between industry and education. It is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one (1) semester hour per 45 Industrial contact hours. (18 hr externship)

WELDING AND CUTTING

- WLV 1115** **Shielded Metal Arc Welding (SMAW)** **5 SH**
 A course designed to teach students welding techniques using electrodes. (1 hr lecture, 8 hr lab)
- WLV 1124** **Gas Metal Arc Welding (GMAW)** **4 SH**
 A course designed to give the student experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer. (1 hr lecture, 6 hr lab)
- WLV 1136** **Gas Tungsten Arc Welding (GTAW)** **6 SH**
 A course designed to give the student experience in various welding applications with the GTAW welder. (1 hr lecture, 10 hr lab)
- WLV 1143** **Flux Cored Arc Welding (FCAW)** **3 SH**
 A course designed to give the student experience in FCAW. (1 hr lecture, 4 hr lab)
- WLV 1155** **Pipe Welding** **5 SH**
 (Prerequisites: WLV 1115, 1136) A course designed to give the student experience in pipe welding procedures. (1 hr lecture, 8 hr lab)
- WLV 1163** **Gas Metal Arc Aluminum Welding** **3 SH**
 A course designed to give the student experience in Gas Metal Arc Aluminum Welding. (1 hr lecture, 4 hr lab)
- WLV 1171** **Welding Inspection and Testing Principles** **1 SH**
 A course designed to give the student experience in inspection and testing of welds. (2 hr lab)
- WLV 1212** **Plasma Arc Cutting (PAC)** **2 SH**
 A course designed to give the student experience in PAC. (1 hr lecture, 2 hr lab)
- WLV 1222** **Air Carbon Arc Cutting and Gouging** **2 SH**
 A course designed to give the student experience in Air Carbon Arc Cutting and Gouging. (1 hr lecture, 2 hr lab)
- WLV 1232** **Drawing and Welding Symbol Interpretation** **2 SH**
 A course designed to give the student advanced experience in reading welding symbols. (1 hr lecture, 2 hr lab)
- WLV 1242** **Oxyfuel Gas Cutting Principles and Practices** **2 SH**
 A course designed to give the student experience in Oxyfuel Cutting Principles and Practices. (1 hr lecture, 2 hr lab)
- WLV 1913** **Special Problem In Welding** **3 SH**
 (Prerequisite: Consent of instructor) A course designed to provide the student with practical application of skills and knowledge gained in other Welding and Cutting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)
- WLV 1923** **Supervised Work Experience in Welding** **3 SH**
 (Prerequisite: Minimum of 12 semester hours in Welding and Cutting related courses and consent of instructor) A cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (9 hr externship)



VII

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NOTICE TO STUDENTS

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

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